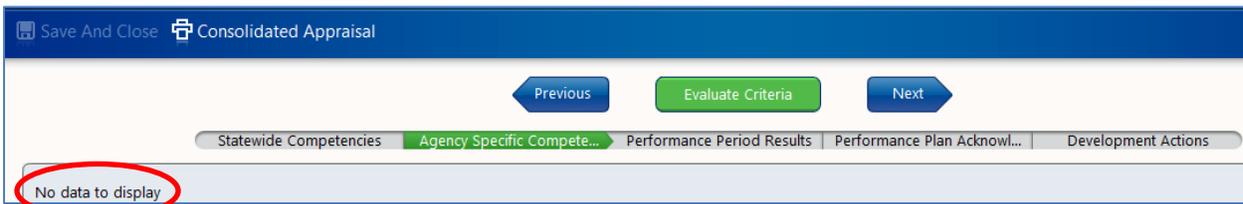


TALENT MANAGEMENT QUICK REFERENCE GUIDE **Missing Agency Competencies**

PLEASE NOTE: IF THE AGENCY-SPECIFIC COMPETENCIES ARE MISSING, THE EMPLOYEE'S OVERALL MAP SCORE WILL NOT CALCULATE CORRECTLY!

Use this guide if an appraisal has the 'NO DATA TO DISPLAY' message in the Agency Competencies Tab.



In addition to the Statewide competencies, all employees must be rated on three Agency-Specific competencies. If these competencies are missing, you will see “No data to display” when you click on the **Agency-Specific Competencies** tab as shown in the screenshot above. Follow the steps below to have the Agency Competencies fixed.

1. Contact the HRIS Help Desk (hrishelpdesk@azdoa.gov or 602-542-4700) and request to have the missing Agency-Specific Competencies added.
2. Delete the incorrect appraisals. Follow the instructions below:
 - a. The manager and employee must **BOTH** either copy and paste any *comments* from the appraisal into a Word document, or save a copy of the consolidated appraisal. Please see the sections below for **How To Save A Copy Of The Consolidated Appraisal – Managers**, and **How To Save A Copy Of The Consolidated Appraisal – Employees**.
 - b. Contact your MAP proxy or HRIS Help Desk to have the appraisals deleted after you have saved copies as indicated above. *Please note:* If the manager OR employee self-appraisal is in the Historical Tab, you will need to contact your agency HR office to get a deletion approval before the old appraisal can be deleted.
3. When the HRIS Help Desk has fixed the Agency Competencies and the incorrect appraisal has been deleted, a new appraisal will need to be created. (See the *Guide to Create an Appraisal for an Employee* – click [here](#)).
4. The manager and employee will **BOTH** then be able to copy and paste the comments they saved in Word or the consolidated appraisal into the new appraisal.
5. Continue on with the appraisal process.

How To Save A Copy Of The Consolidated Appraisal - Managers.

1. Double click **Manager Icon**.
2. Single click **Review Performance Icon**.
3. Single click **Appraisals By Resource**.
4. **Select Employee** on left side of screen.
5. **Double click** the appraisal on the right side of screen.
6. Click **Consolidated Appraisal**.

TRAINING EIGHT- Performance Appraisal: New Appraisal Form - Supervisor

Continue Appraisal Finalize Notify Resource Update Overall Rating

TRAINING EIGHT - TRNPOS8
Performance Review Period: 01/01/2014 - 12/31/2014
Please Complete By: 01/31/2015
Overall Rating: **Meets Expectations**
Estimated % Complete: **100%**
Appraisal Owner: 3 TRAINING THREE

If the appraisal is not complete, click Continue Appraisal. If the appraisal is complete, click Finalize.

Competencies & Standards | Attachments | Take Notes | **Consolidated Appraisal** | Self Appraisal | Historical Appraisals

7. Click **Print**.

Print to File Options

Orientation Portrait Landscape

Name: New Appraisal Form - Supervisor for TRAINING EIGHT

Print Cancel

8. A PDF file will open. Click **File** then **Save As**.

Document8399009530755170879.pdf - Adobe

File Edit View Window Help

Open...
Open From Acrobat.com...

Create PDF Online...

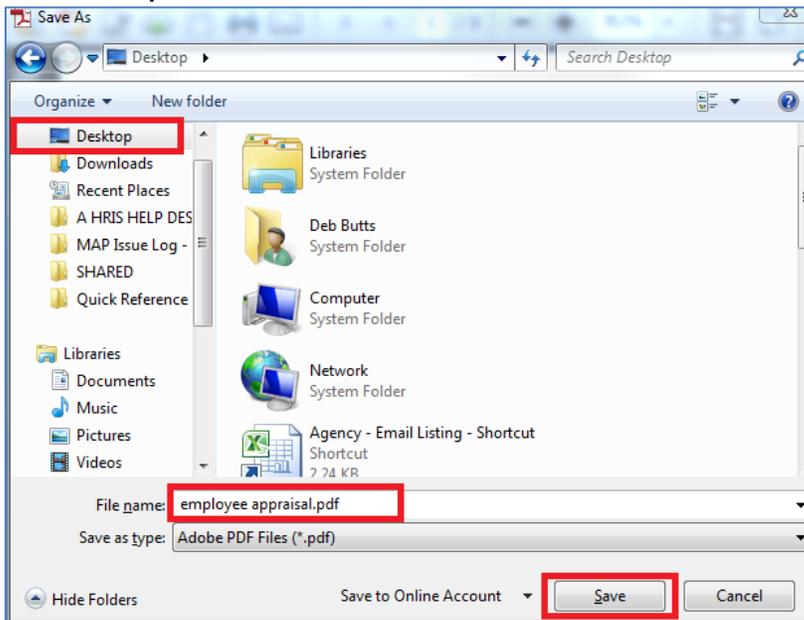
Save

Save As...

Save As Other...

Save To Acrobat.com...

9. Click **Desktop** and enter a **filename**. Click **Save**.



How To Save A Copy Of The Consolidated Appraisal - Employees.

1. Double click **Employee** Icon.
2. Click **My Reviews** Icon.
3. Double click on the **Appraisal**.
4. Click **Continue Appraisal**.

My Performance Appraisal: New Appraisal Form - Non Supervisor

Continue Appraisal Finalize

TRAINING EIGHT - TRNPOS8
Performance Review Period: 04/09/2014 - 04/08/2015
Please Complete By: 04/30/2015
Estimated % Complete: 20%

If the appraisal is not complete, click Continue Appraisal. If the appraisal is complete, click Finalize.

[Competencies & Standards](#) | [Take Notes](#) | [Historical Appraisals](#)

5. Click **Consolidated Appraisal**.

TRAINING EIGHT - Performance Appraisal: New Appraisal Form - Non Supervisor

Save And Close **Consolidated Appraisal**

Previous Evaluate Criteria Next

Statewide Competencies Agency Specific Compete... Performance Period Results Performance Plan Acknowl... Development Actions

6. Click **Print**.

Print to File Options

Orientation Portrait Landscape

Name New Appraisal Form - Non Supervisor for TRAINING EIGHT (Self)

Print Cancel

7. A PDF file will open. Click **File** then **Save As**.

Document8399009530755170879.pdf - Adobe

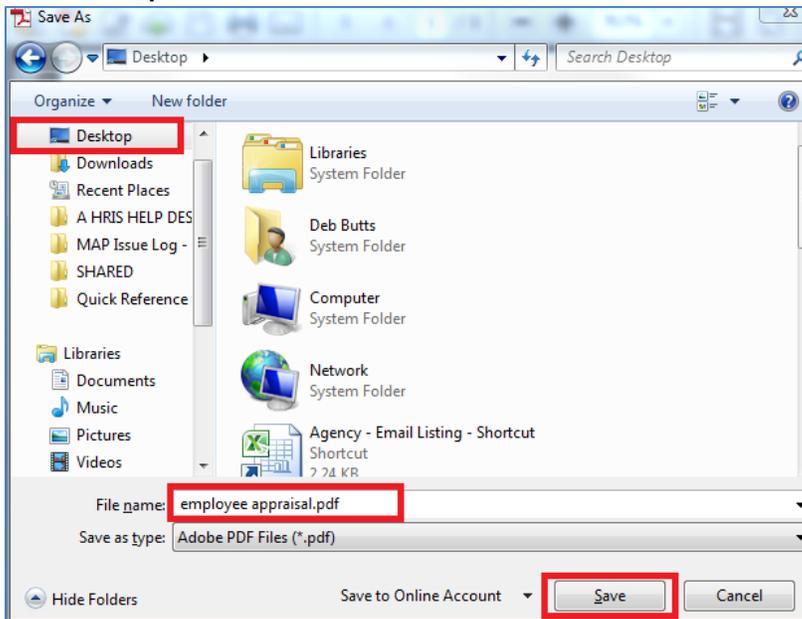
File Edit View Window Help

Open...
Open From Acrobat.com...

Create PDF Online...

Save
Save As...
Save As Other...
Save To Acrobat.com...

8. Click **Desktop** and enter a **filename**. Click **Save**.



If you have any questions, please contact the HRIS Help Desk at 602-542-4700 for assistance.