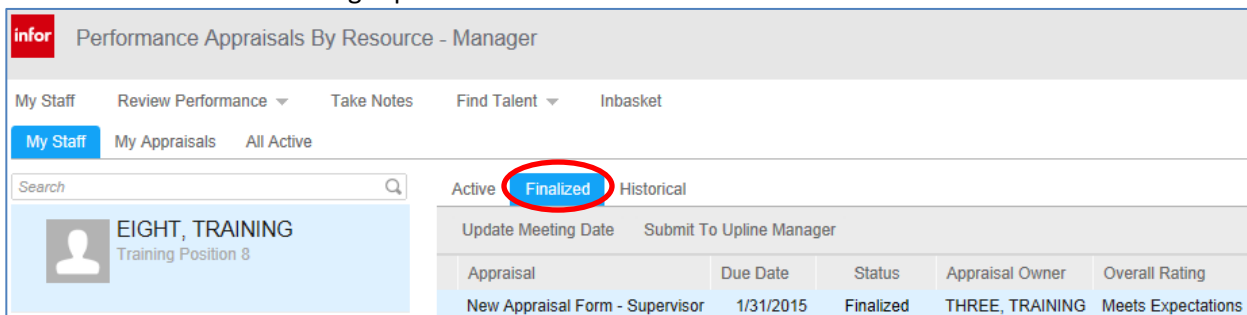


**TALENT MANAGEMENT
QUICK REFERENCE GUIDE – Manager**

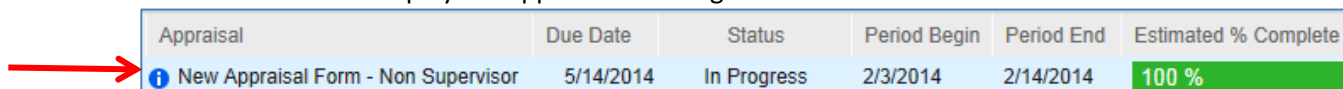
How to Submit the Appraisal to Employee for Acknowledgement

If Upline Manager Approves Appraisal

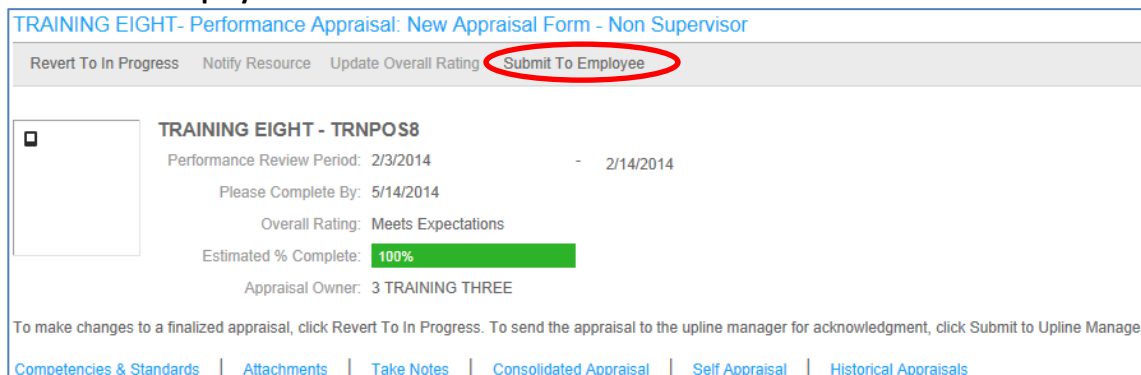
1. Once the Upline Manager **Reviews** and **Approves** the appraisal, you will receive an email stating that the appraisal has been approved.
2. Schedule a meeting with the employee to discuss the appraisal. Prior to the meeting, login to MAP and print the **Consolidated Appraisal** and provide it to the employee.
3. After the appraisal meeting with employee is completed, login to **MAP**.
4. On the left portion of the screen, **single click** on appropriate employee under My Staff. Then click on the **Finalized** tab on the right portion of the screen.



5. **Double click** on the employee’s appraisal to the right.



6. **Click Submit to Employee.**



7. Please explain to your employee that he/she must login to MAP and acknowledge the appraisal.
8. Once the employee acknowledges the appraisal, the appraisal **process is complete and no**

further action is required. You will receive an email once the employee acknowledges the appraisal.

NOTE: The MAP process is now completed and the appraisal will now appear in the Historical tab. You can still review the consolidated appraisal from there.

9. Once completed, please logout of the MAP system. Click the arrow next to your name in the upper right hand corner and then click **Sign Out**.

If the Upline Manager Rejects Appraisal

1. If the Upline Manager **Reviews** and **Rejects** the appraisal, you will receive an email stating the appraisal has been rejected and an explanation on why the appraisal was rejected.
2. Login to **MAP**.
3. On the left portion of the screen, **single click** on appropriate employee under My Staff.

Appraisal	Due Date	Status	Period Begin	Period End	Estimated % Complete
New Appraisal Form - Non Supervisor	5/14/2014	In Progress	2/3/2014	2/14/2014	100 %
New Appraisal Form - Supervisor	1/31/2015	In Progress	1/1/2014	12/31/2014	100 %
New Appraisal Form - Non Supervisor	3/31/2015	Draft	3/10/2014	3/9/2015	0 %

4. **Double click** on the employee's appraisal to the right.

Appraisal	Due Date	Status	Period Begin	Period End	Estimated % Complete
New Appraisal Form - Non Supervisor	5/14/2014	In Progress	2/3/2014	2/14/2014	100 %

5. Make the necessary changes to the appraisal, and then click **Finalize**.

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

Continue Appraisal **Finalize** Notify Resource Update Overall Rating

TRAINING EIGHT - TRNPOS8

Performance Review Period: 2/3/2014 - 2/14/2014

Please Complete By: 5/14/2014

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](#)

6. Click **Submit To Upline Manager**.

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

Revert To In Progress Notify Resource Update Overall Rating **Submit To Upline Manager**

TRAINING EIGHT - TRNPOS8

Performance Review Period: 2/3/2014 - 2/14/2014

Please Complete By: 5/14/2014

Overall Rating: Meets Expectations

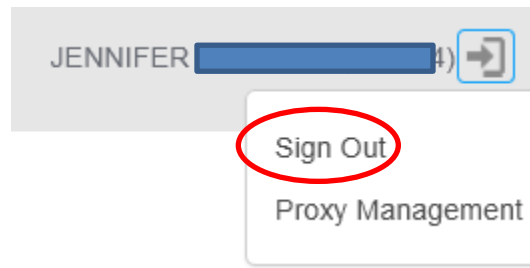
Estimated % Complete: 100%

Appraisal Owner: 3 TRAINING THREE

To make changes to a finalized appraisal, click Revert To In Progress. To send the appraisal to the upline manager for acknowledgment, click Submit to Upline Manager.

[Competencies & Standards](#) | [Attachments](#) | [Take Notes](#) | [Consolidated Appraisal](#) | [Self Appraisal](#) | [Historical Appraisals](#)

7. At this time, your Upline must approve or reject appraisal again.
- If Upline Manager **Approves**, start at the beginning of this training guide.
 - If Upline Manager **Rejects** again, repeat these steps until the appraisal is approved by Upline Manager.
8. If completed, please logout of the MAP system. Click the arrow next to your name in the upper right hand corner and then click **Sign Out**.



If you have any questions regarding MAP, please contact your Human Resources Department.