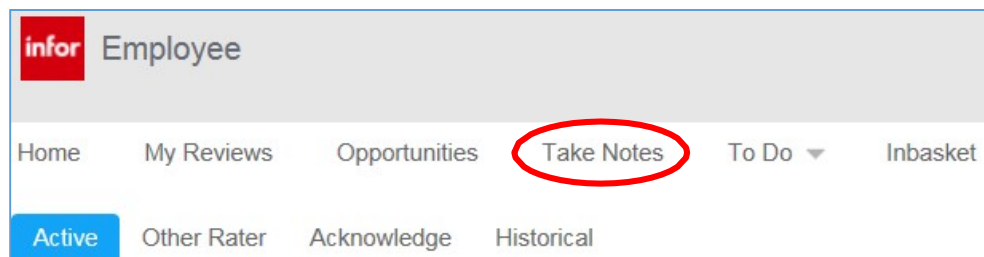


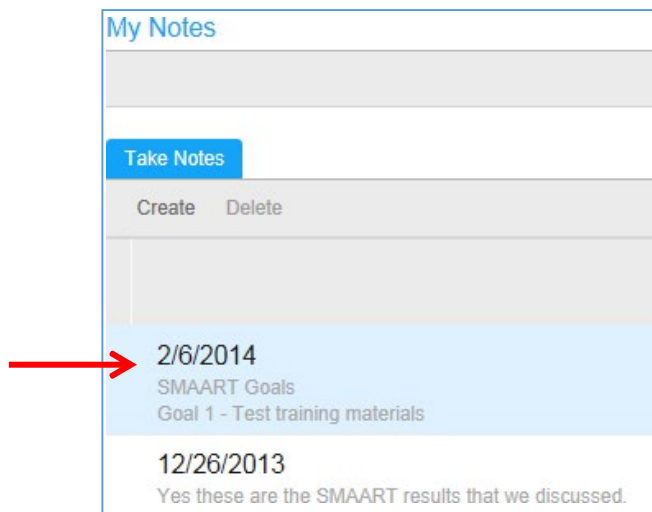
TALENT MANAGEMENT QUICK REFERENCE GUIDE – EMPLOYEE HOW TO ACKNOWLEDGE YOUR PLANNER



Employee Acknowledges Performance Plan

1. After you log into MAP, you will be directed to a listing of your appraisals. This page is titled **My Reviews**.
2. If your supervisor uses the **Take Notes** feature to transmit your SMAART Objectives to you, follow the instructions below. If your supervisor uses another method to transmit your SMAART Objectives to you, go to Step 3.
 - a. Click on **Take Notes** to retrieve SMAART Objectives sent by your supervisor.



- b. **Double Click on date** to open a note from your supervisor and review your SMAART Objectives.



- c. To return to the take notes screen, click the **Back**  button in your browser.
 - d. To return to the appraisal screen, click the **Back**  button in your browser.
3. **Double click** on your self-appraisal. **Note:** *If you do not see your appraisal in this section, please contact your Agency Human Resources Department and explain that you cannot locate your self-appraisal.*

- a. Make sure you select the proper **active** appraisal by confirming the Appraisal Name, Period Begin, and Period End Dates.

Start Appraisal					
Appraisal	Due Date	Status	Period Begin	Period End	Estimated %
(8) [input field]	[calendar icon]	[dropdown]	[calendar icon]	[calendar icon]	[progress bar]
New Appraisal Form - Supervisor	1/31/2015	Draft	1/1/2014	12/31/2014	0 %


4. Click on **Start Appraisal** or if you have already begun the appraisal, click **Continue Appraisal**.

infor Employee

Home My Reviews Opportunities Take Notes To Do ▼ Inbasket

My Performance Appraisal: New Appraisal Form - Non Supervisor

Start Appraisal



TRAIN EIGHT - TSTPOS8

Performance Review Period: 4/8/2015 - 2/28/2016

Please Complete By: 3/31/2016

Estimated % Complete: 0 %

To begin your appraisal, click Start Appraisal. To review detailed descriptions of competencies, click on instructions link below.

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

5. Click **Performance Plan Acknowledgement** on the left portion of your screen.

Save And Close Consolidated Appraisal

Evaluate Criteria

- Statewide Competencies
- Agency Specific Competencies
- Performance Period Results
- Performance Plan Acknowledgement**
- Development Actions

- Click the **Yes** button after you have complied with the requirements of the acknowledgement statement.

1 Performance Plan Acknowledgement

Selecting "Yes" below indicates that the supervisor and employee have discussed the performance plan and that the discussion included review of the competencies, performance period results and work standards upon which the employee will be evaluated.

Yes No

Comments:

**Use the keyboard command Ctrl + V to paste from a document

- Click **Save and Close** (if it's not already shaded).

Save And Close Consolidated Appraisal

Evaluate Criteria ^

- The **Estimated % Complete** will now show **20%**.

TRAIN EIGHT - TSTPOS8

Performance Review Period:: 4/8/2015

Please Complete By:: 3/31/2016

Estimated % Complete:: 20 %

- To **log out of MAP**, click the Arrow next to your name in the upper right hand corner and then select **Sign Out**.

1

↓ TRAIN EIGHT (TRAINS)

Sign out

PLEASE DO NOT CLICK FINALIZE

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