

TALENT MANAGEMENT

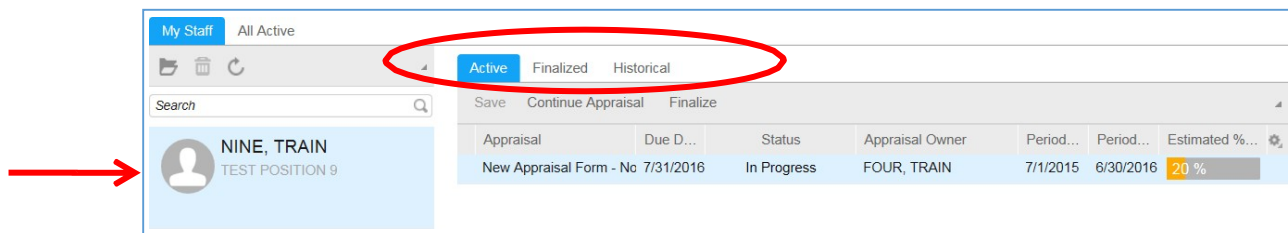
QUICK REFERENCE GUIDE - MANAGER

HOW TO CHANGE REVIEW PERIOD DATES

How To Change Appraisal Review Period Dates

Before changes can be made to an appraisal's review period dates, you must first determine **what the status** is of the appraisal.

1. After you **log into MAP**, a list of your employee's will be listed on the left.
2. **Click** on the employee name you want to change the review period dates for.
3. There will be three tabs displayed for each respective employees' appraisals: **Active**, **Finalized**, and **Historical**.

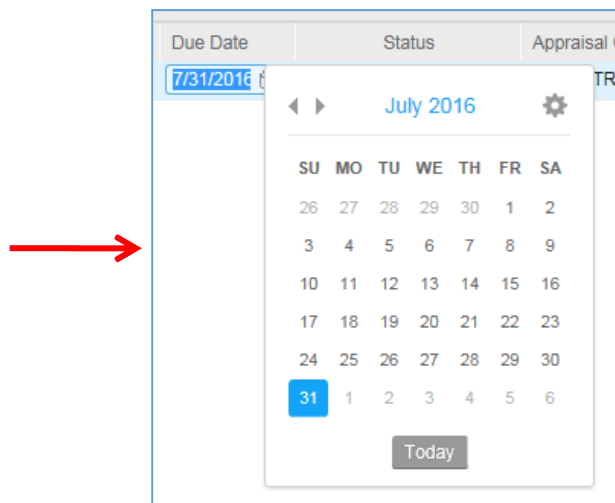


4. If the appraisal is on the Active tab

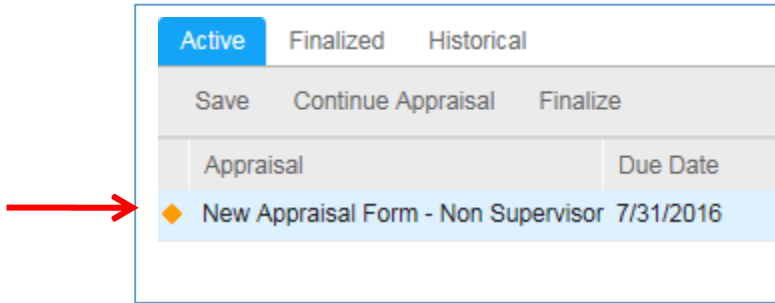
- a. On the right portion of the screen, **click** on the appraisal you want to change.
- b. **Click on Period Begin or Period End** to modify the date.



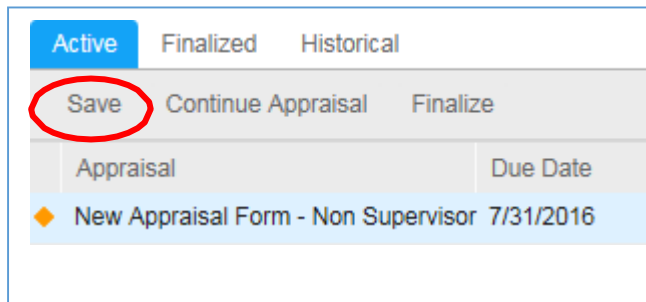
- c. **Type in a new date or click the calendar icon**  beside the date and select the correct date. **(Date MUST be in MM/DD/YYYY format)**



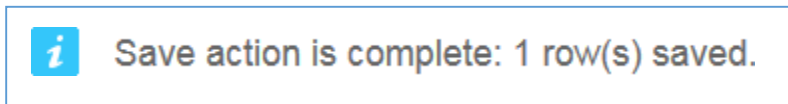
- d. When all the dates have been changed, the appraisal will have an **orange diamond** beside the appraisal name.



- e. Click the **Save** button above the **Appraisal** to save the changes.

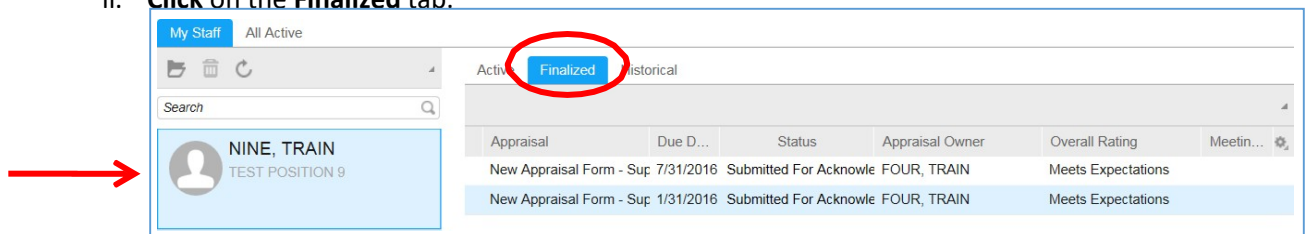


- f. Your date changes will now be saved and the following message will display.

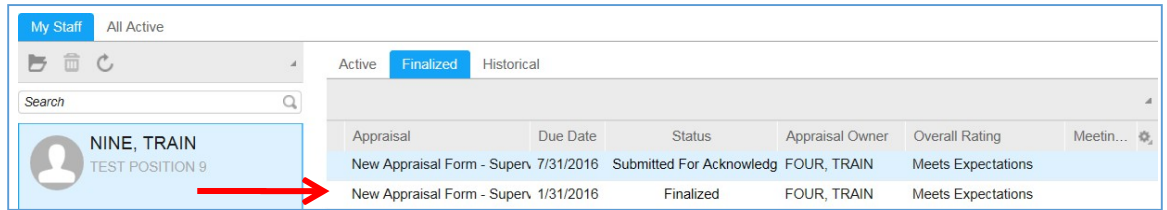


5. If the appraisal is on the Finalized tab

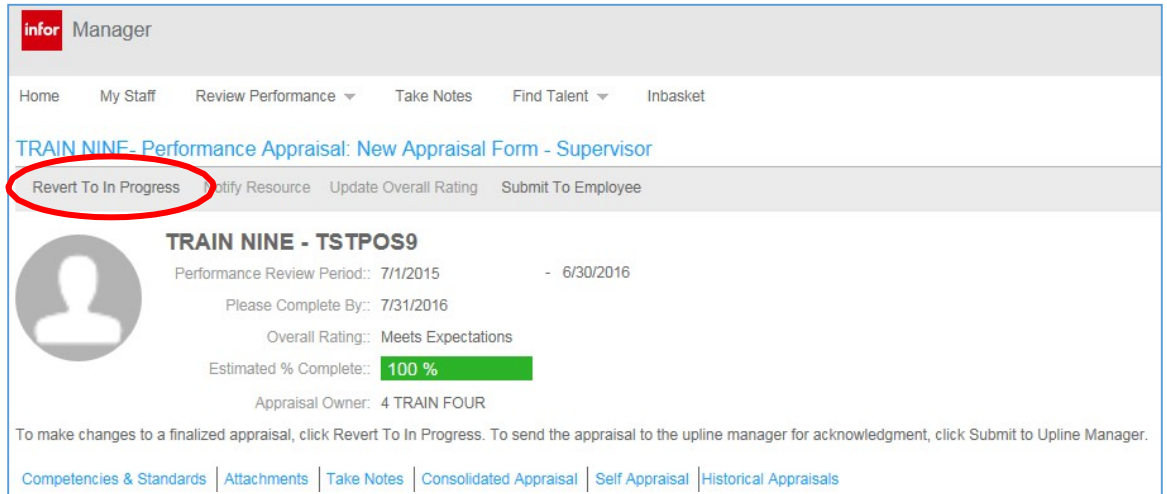
- a. If the appraisal is on the Finalized tab and the status is **“Submitted For Acknowledgment,”** you will need to contact your MAP Proxy (if known) or Agency Human Resources Department.
- b. If the appraisal status is **“Finalized”**, the appraisal can be reverted back to **“In Progress.”** However, if the appraisal is reverted back to **“In Progress”**, the Supervisor will need to start the acknowledgment process from the beginning, and the appraisal must be submitted to the Upline Manager.
 - i. On the left portion of the screen, **click** on employee name under My Staff.
 - ii. **Click on the Finalized tab.**



- iii. On the right portion of the screen, **double-click** on the appraisal you want to change.

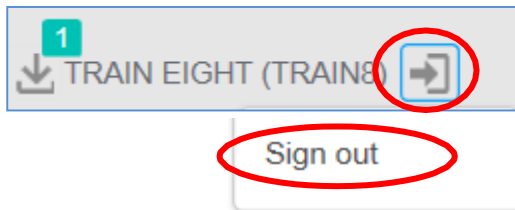


- iv. Click the **Revert To In Progress** button.



- v. The appraisal will now be found on the **Active tab** where the dates can be changed using the instructions listed above.

6. If the appraisal is on the **Historical tab**, the **Appraisal Review Period Dates** can no longer be changed.
7. To **log out of MAP**, click the Arrow next to your name in the upper right hand corner and then select **Sign Out**.



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