

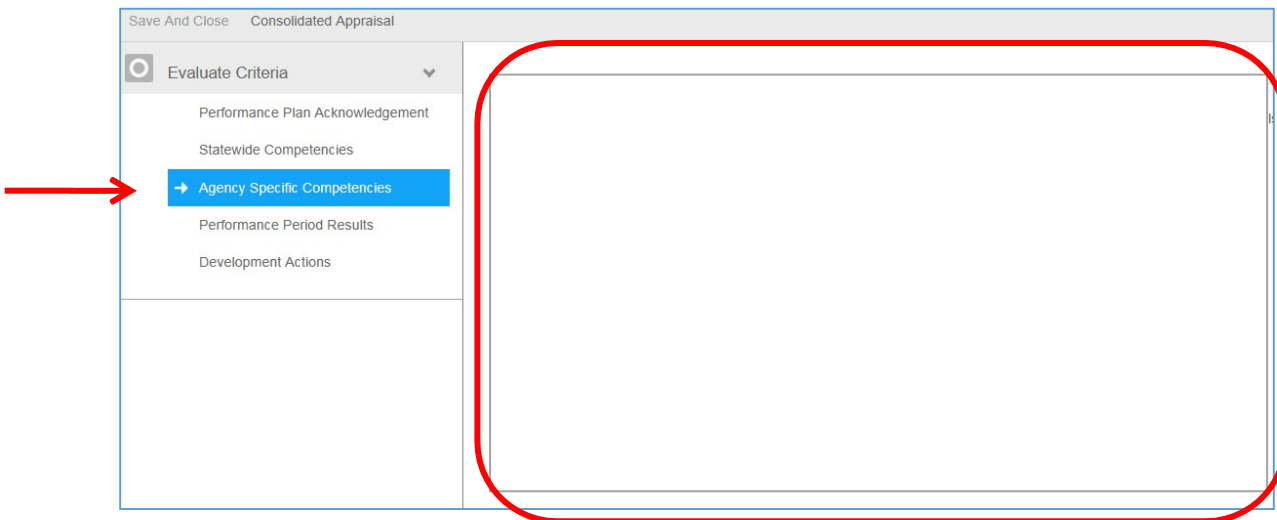
TALENT MANAGEMENT

QUICK REFERENCE GUIDE - MANAGER

MISSING AGENCY COMPETENCIES

Please Note: If the agency specific competencies are missing, the employee's overall map score will not calculate correctly!

In addition to the statewide competencies, all employees must be rated on three Agency Specific Competencies. If these competencies are missing, you will see a blank screen when you click on the **Agency Specific Competencies** tab as shown in the screenshot below. Follow the steps below to have the Agency Competencies fixed.

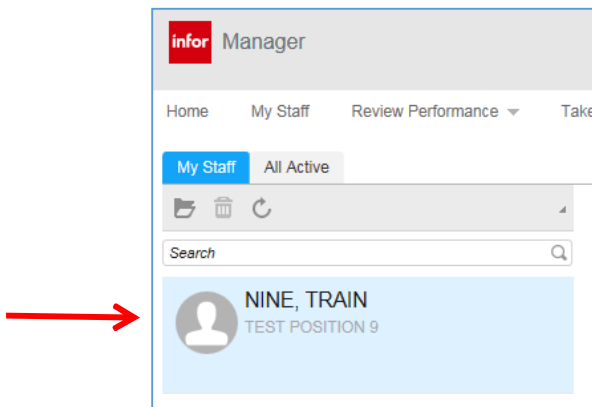


In order for the team (see contact info below) to load the correct Agency Specific Competencies, the appraisals must first be **deleted**, then **re-created**.

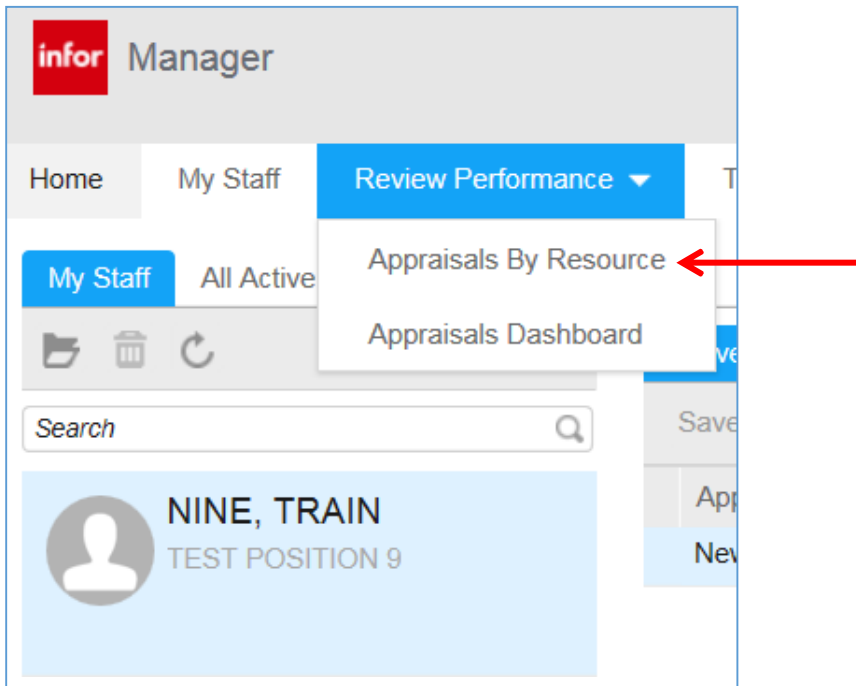
Please Note: Any comments entered by the employee or manager must be saved prior to the appraisal being deleted.

How To Save A Copy Of The Consolidated Appraisal – Manger

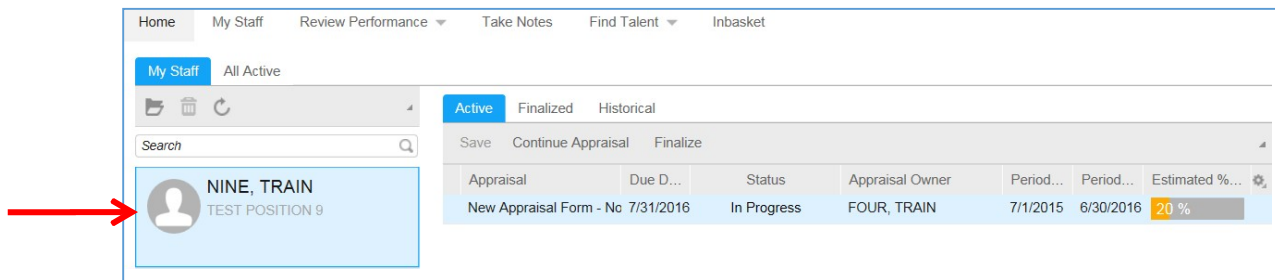
1. After you **log into MAP**, you will be directed to a listing of your employees' names.



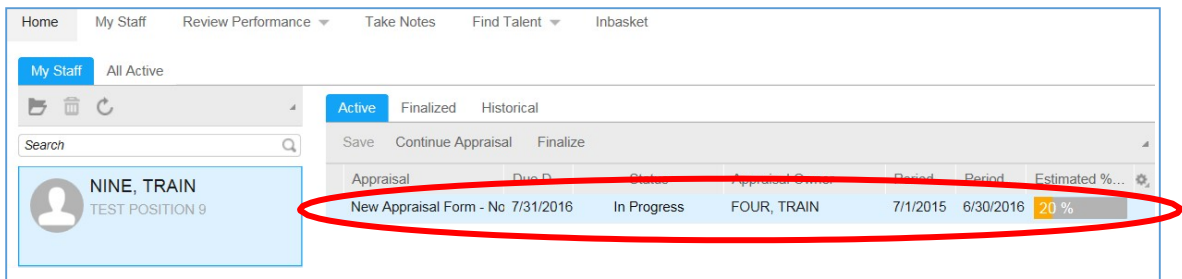
2. Click **Review Performance**, then click **Appraisals By Resource**.



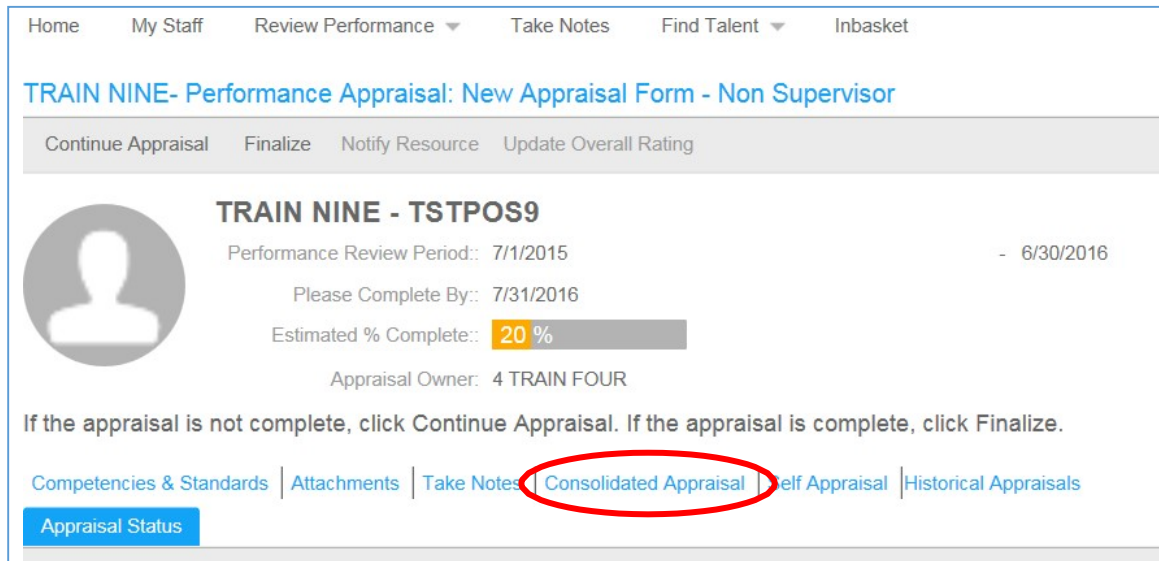
3. Click on the **Employee's Name** on left side of screen.



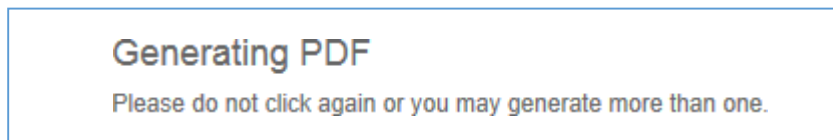
4. **Double-click** on the appraisal you want to save.



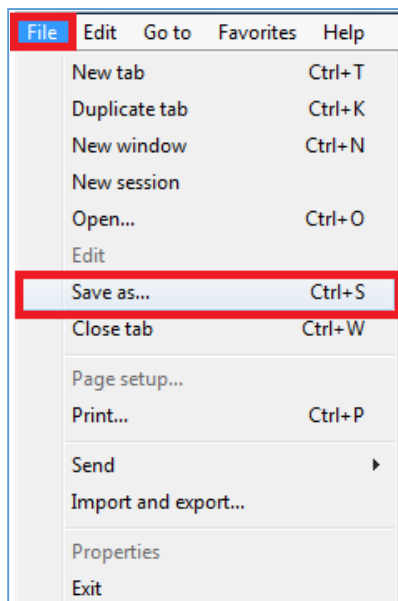
5. Click **Consolidated Appraisal**.



6. A banner will appear then the Adobe Acrobat PDF file will open.



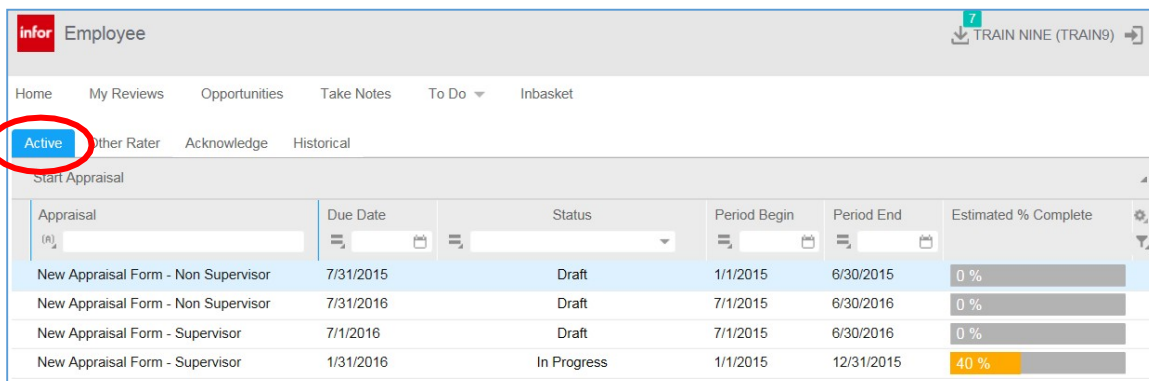
7. Click **File** then **Save As** to save a copy of the Consolidated Appraisal.



8. Click the back arrow  to return to the previous screen.

How To Save A Copy Of The Consolidated Appraisal – Employee

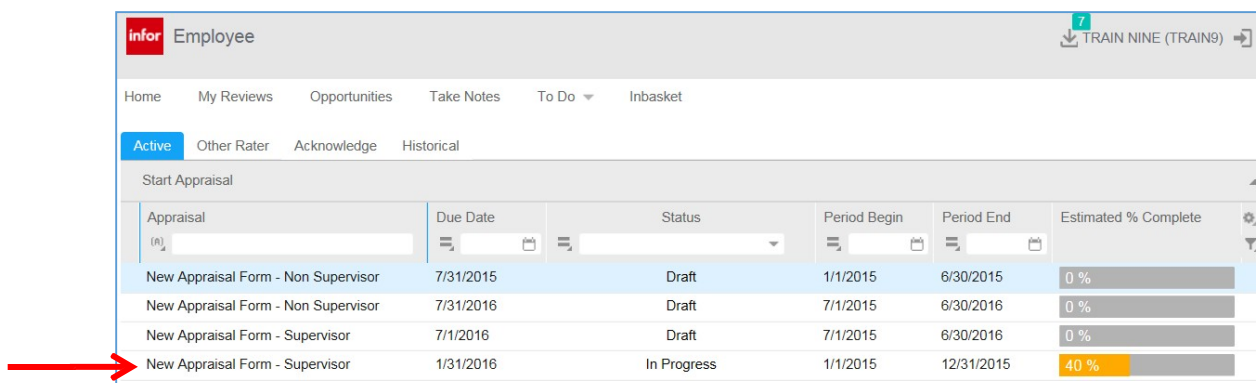
1. After you log into MAP, your Active appraisals will be displayed.



The screenshot shows the MAP Employee interface. The 'Active' tab is highlighted with a red circle. Below the navigation menu, there is a table of appraisals.

Appraisal	Due Date	Status	Period Begin	Period End	Estimated % Complete
New Appraisal Form - Non Supervisor	7/31/2015	Draft	1/1/2015	6/30/2015	0 %
New Appraisal Form - Non Supervisor	7/31/2016	Draft	7/1/2015	6/30/2016	0 %
New Appraisal Form - Supervisor	7/1/2016	Draft	7/1/2015	6/30/2016	0 %
New Appraisal Form - Supervisor	1/31/2016	In Progress	1/1/2015	12/31/2015	40 %

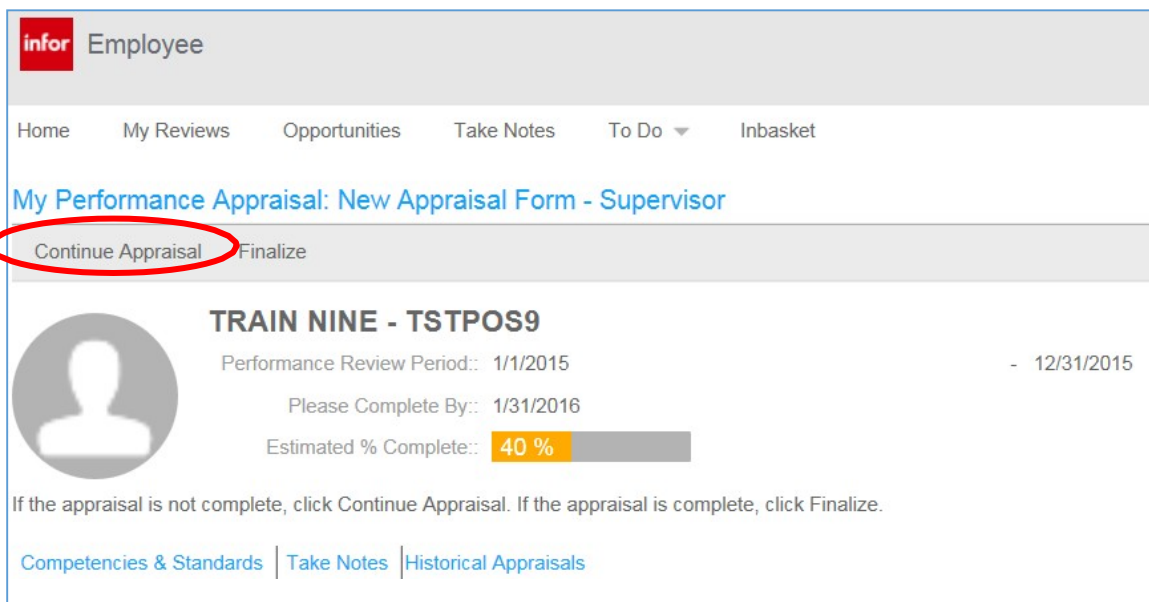
2. Double-click on the appraisal you want to save.



The screenshot shows the same MAP Employee interface as above. A red arrow points to the 'In Progress' appraisal row in the table.

Appraisal	Due Date	Status	Period Begin	Period End	Estimated % Complete
New Appraisal Form - Non Supervisor	7/31/2015	Draft	1/1/2015	6/30/2015	0 %
New Appraisal Form - Non Supervisor	7/31/2016	Draft	7/1/2015	6/30/2016	0 %
New Appraisal Form - Supervisor	7/1/2016	Draft	7/1/2015	6/30/2016	0 %
New Appraisal Form - Supervisor	1/31/2016	In Progress	1/1/2015	12/31/2015	40 %

3. Click **Continue Appraisal**.



The screenshot shows the MAP Employee interface for a specific appraisal. The 'Continue Appraisal' button is highlighted with a red circle. The appraisal details are as follows:

My Performance Appraisal: New Appraisal Form - Supervisor

TRAIN NINE - TSTPOS9

Performance Review Period: 1/1/2015 - 12/31/2015

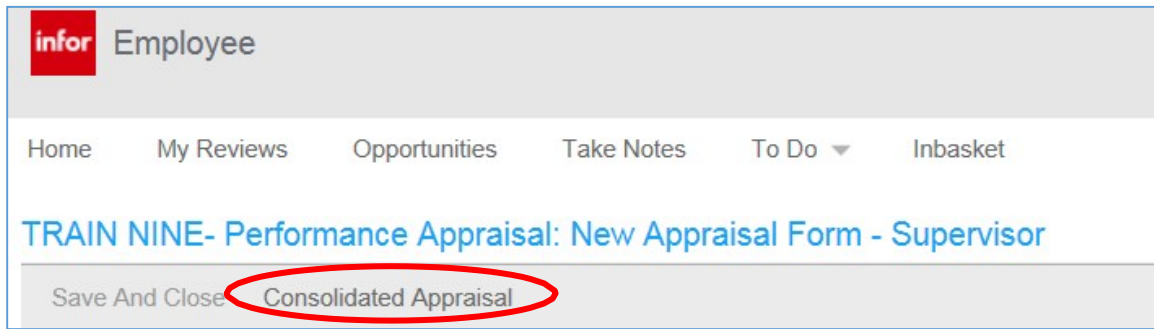
Please Complete By: 1/31/2016

Estimated % Complete: 40 %

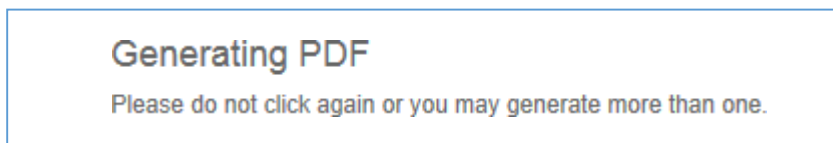
If the appraisal is not complete, click Continue Appraisal. If the appraisal is complete, click Finalize.

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

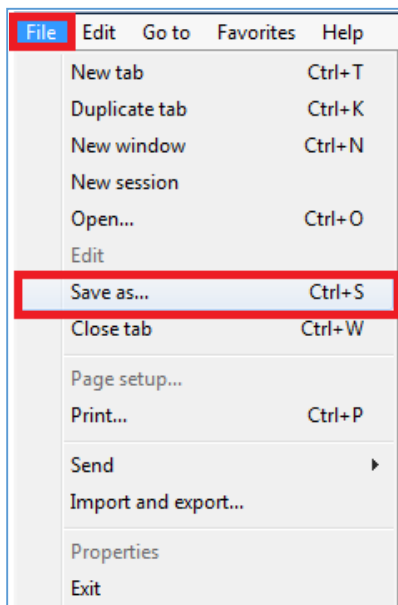
4. Click **Consolidated Appraisal**.



5. A banner will appear then the Adobe Acrobat PDF file will open.



6. Click **File** then **Save As** to save a copy of the Consolidated Appraisal.



7. Click the back arrow  to return to the previous screen.

8.

Deleting The Incorrect Appraisals

In order for the team to load the correct Agency Specific Competencies, the incorrect appraisals must first be **deleted**, then **re-created**.

1. Contact your Agency Human Resources Department so they can create a Cherwell ticket and assign to the Performance Management category. They will request to have the missing Agency-Specific Competencies added.

2. Contact your MAP proxy (if known) or your Agency Human Resources Department to have the appraisals deleted after you have saved copies of the consolidated appraisal's as indicated in the instructions 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. Once the Agency Competencies have been fixed and the incorrect appraisals have been deleted, new appraisals will need to be created. *(See the How to Create New Appraisal and Employee Planner Guide)*
4. The manager and employee will BOTH then be able to copy and paste the comments they saved in the consolidated appraisal, into the newly created appraisal.

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