

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.

Evaluate Criteria			
Performance Plan Acknowledgement			
Statewide Competencies			
→ Agency Specific Competencies			
Performance Period Results			
Development Actions			

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 <u>prior</u> 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.

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

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

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

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5. Click **Consolidated Appraisal**.

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Competer	ncies & Stan	dards Atta	chments Take N	otes Consolida	ted Appraisal Fielf A	Appraisal Historical Appraisals
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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 **C** 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.

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New A	Appraisal Form - Supervisor		7/1/2016			Draft	7/1/2015	6/30/2016		0 %	
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2. **Double-click** on the appraisal you want to save.

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3. Click Continue Appraisal.

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If the approved the competer of the competer o	raisal is not comple encies & Standards	ete, click Continue A	Appraisal. If the appraisals	opraisal is comp	olete, click Finalize.	



4. Click Consolidated Appraisal.

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Save /	And Close Cons	olidated 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 **C** 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 <u>BOTH</u> then be able to copy and paste the comments they saved in in the consolidated appraisal, into the newly created appraisal.

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