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.

   ![Take Notes screen]

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

   ![My Notes screen]

   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.

<table>
<thead>
<tr>
<th>Active</th>
<th>Other Rater</th>
<th>Finalized</th>
<th>Acknowledge</th>
<th>Historical</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Appraisal</th>
<th>Due Date</th>
<th>Status</th>
<th>Period Begin</th>
<th>Period End</th>
<th>Estimated %</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Appraisal Form - Supervisor</td>
<td>1/31/2015</td>
<td>Draft</td>
<td>1/1/2014</td>
<td>12/31/2014</td>
<td>0 %</td>
</tr>
</tbody>
</table>

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

5. Click Performance Plan Acknowledgement on the left portion of your screen.
6. Click the Yes button after you have complied with the requirements of the acknowledgement statement.

7. Click Save and Close (if it’s not already shaded).

8. The Estimated % Complete will now show 20%.

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

PLEASE DO NOT CLICK FINALIZE

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