TALENT MANAGEMENT
QUICK REFERENCE GUIDE - MANAGER
HOW TO CREATE A NEW APPRAISAL AND EMPLOYEE PLANNER

**Appraisal Auto Creation**

Appraisals will now be created for employees based on the following information:

- Appraisals will be created based on the review periods the agency has listed in HRIS.
- The new appraisals will be auto created on the evening of the Appraisal Begin Date.
- Newly hired employees may need to wait up to 7 days after they were initially entered into HRIS, for their appraisal to be created.
- Interagency transfer employees may need to wait up to 7 days after they were initially entered into HRIS, for their appraisal to be created.

**Exceptions**

Appraisals **will not** be created for the following employees:

- Board and Commission Members (HRIS Status Code - F1)
- Correctional Officer I positions (Job Code - ACV39002)
- Elected Officials and their direct reports (HRIS Status Code - E1 & E2 or by Supervisor Code)
- Temporary or Seasonal employees (HRIS Status Code - D1, D2)
- Any position designated as, or reports to a “Political Appointment.”
- Any position that does not have Competencies loaded in the MAP position record, will require an appraisal to be manually created.

New appraisals should be manually created when one of the Exceptions occurs as listed above:

**Manager Creates New Appraisal**

1. After you **log into MAP**, you will be directed to a listing of your employees’ names.
2. **Right click** on employee under **My Staff** and click on **Create Appraisal**. *(If the employee’s name does not appear under **My Staff**, please contact your Agency Human Resources Department.)*

3. **Select the Appraisal Form** - your options will be as follows:
   a. New Appraisal Form – Non Supervisor (select if the employee **does not** supervise)
   b. New Appraisal Form – Supervisor (select if the employee **does** supervise employees)

4. Enter the **Performance Review Period Start and End Dates** (must use the four digit year).
Please be advised: The Performance Period End Date may not align with your agency’s Annual Appraisal Cycle, see below for specific information.

a. Uncovered Employee or Covered Employee with Permanent Status
   i. Date should equal the end of the agency’s Annual Appraisal Cycle unless there are less than three months remaining.
   ii. If there are less than three months remaining, the Performance Review Period end date should skip the upcoming Annual Appraisal Cycle end date and instead should equal the Annual Appraisal Cycle end date one year later (e.g., if an agency is on a January 1 through December 31 cycle, and the employee is hired on October 15th 2015, the end date of the employee’s appraisal period should be December 31, 2016, not December 31, 2015).

b. Covered Employee / Promotional Probation
   i. Date should equal six months from date of promotion.

c. Covered Employee / Original Probation
   i. Date should equal one year from date of appointment to the covered position.

If you are unsure of the proper date or have any questions, please contact your agency’s Human Resources office.

5. Enter the Appraisal Due Date.
   a. This date will be the last day of the month following the Annual Appraisal Cycle End Date UNLESS the employee is on Promotional Probation or Original Probation. In those cases, the Appraisal Due Date is thirty days before the last day of probation.

6. Click the OK button.
Manager Creates and Acknowledges the Performance Plan

1. **Double click** on the employee’s appraisal to the right:
   
   a. Please make sure you select the proper appraisal by confirming the Appraisal Name and Period Begin and Period End Dates.

   ![Appraisal Table]

2. **Click on Start Appraisal.** If you already began the appraisal, click Continue Appraisal.

   ![Appraisal Form]

3. **Click Statewide Competencies or Agency Specific Competencies** to review competencies.

   ![Competencies Menu]

   a. If the message ‘NO DATA TO DISPLAY’ is listed, please contact your Agency Human Resources Department before proceeding any further.
4. Click **Performance Period Results**.

5. Input SMAART Objectives for the employee in the **Overall Section Comments** box.

   a. Employees cannot view the Results from the appraisal. Therefore, you **must** transmit the SMAART Objectives to the employee in some other manner (e.g., email, Word document, Take Notes function, etc.).

   b. If you are using a method other than **Take Notes**, proceed to step 6. If you want to use the **Take Notes** feature to transmit the SMAART Results to the employee, follow the instructions below.

   c. Highlight the SMAART Objectives that you entered in the Overall Comments Box. Press “Ctrl C” on your keyboard to copy the Results so that you can paste them into a Note after you have completed the rest of this process.
6. Click **Performance Plan Acknowledgement** and read the acknowledgement statement.

7. Click **Yes** after it has been ensured you have complied with the requirements of the acknowledgement statement.

8. Click **Development Actions**. The development actions section should be used to record key development activities the supervisor and employee identify in their planning that will directly lead to improved employee performance during the appraisal cycle.
9. Click the **Finish** button.

10. 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.