Once your supervisor or manager completes and reviews your appraisal with you, you must review and acknowledge that you understand what has been documented in your appraisal.

Once the Appraisal Meeting has occurred, follow these steps.

**Acknowledging Your Manager’s Appraisal of You**

1. After you log into MAP, you will be directed to a listing of your appraisals. This page is titled My Reviews.

2. Click Inbasket.

3. Under Work Items (which is located in the lower half of the page), the appraisal that you need to review and acknowledge will display.
4. **Double click** on the Work Item (appraisal).
   a. The Start Date and Due Date on this page are not related to your MAP Appraisals but are related to the Work Unit. The Work Unit Start Date is the day the appraisal was submitted to you and the Due Date is the day you must take action or the task will time out.

   ![Work Items](image)

<table>
<thead>
<tr>
<th>Workunit</th>
<th>Description</th>
<th>Start Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>42063</td>
<td>Appraisal Approval For Emplo</td>
<td>3/10/2014 4:15:49 PM</td>
<td>7/8/2014 4:15:49 PM</td>
</tr>
</tbody>
</table>

5. Click **Acknowledge**.

   ![Acknowledgement](image)

6. Enter any **Comments** you may have.

   ![Response Required](image)

   **NOTE:** The **Consolidated Appraisal** and any comments you make here will become part of your **Official Personnel File**.

7. Click the **OK** button.
8. The process is now complete. If at any time you want to review the consolidated appraisal, you can click on My Reviews and then the Historical tab. This section displays all completed appraisals.

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

   ![Sign Out Button]

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