TALENT MANAGEMENT
QUICK REFERENCE GUIDE - MANAGER

HOW TO SUBMIT THE APPRAISAL TO EMPLOYEE FOR ACKNOWLEDGEMENT

If Upline Manager Approves Appraisal

1. Once the Upline Manager Reviews and Approves the appraisal, you will receive an email stating that the appraisal has been approved.

2. Schedule a meeting with your employee to discuss the appraisal. Prior to the meeting, log into MAP and print the Consolidated Appraisal and provide it to your employee.

3. After the appraisal meeting with your employee is completed, log into MAP.
4. On the left portion of the screen, **click** on the appropriate employee under **My Staff**.

5. **Double-click** on the employee’s appraisal to the right.

6. **Click Submit to Employee**.

7. Explain to your employee that he/she must log into MAP and **acknowledge the appraisal**.

8. Once the employee acknowledges the appraisal, the appraisal **process is complete and no further action is required**. You will receive an email once the employee acknowledges the appraisal.

*NOTE: The MAP process is now completed and the appraisal will now appear in the Historical tab. You can still review the consolidated appraisal from there.*
**If the Upline Manager Rejects Appraisal**

1. If the Upline Manager **Reviews** and **Rejects** the appraisal, you will receive an email stating the appraisal has been rejected and an explanation on why the appraisal was rejected.

2. Log into MAP.

3. On the left portion of the screen, **click** on the appropriate employee under **My Staff**.

4. **Double-click** on the employee’s appraisal to the right.
5. Make the necessary changes to the appraisal, and then click Finalize.

6. Click Submit To Upline Manager.

7. At this time, your Upline Manager must approve or reject appraisal again.
   a. If Upline Manager Approves, start at the beginning of this training guide.
   b. If Upline Manager Rejects again, repeat these steps until the appraisal is approved by Upline Manager.

8. 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.