Upline Manager Reviews Performance Appraisal

1. After you log into MAP, you will be directed to a listing of your employees’ names. This page is titled My Staff.

2. Click Inbasket.
3. Under **Work Items** *(which is located in the lower half of the page)*, the appraisals 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.

5. Click on the **Consolidated Appraisal** link.

6. An Adobe Acrobat PDF document will appear in order for you to review the appraisal. Once you are completed reviewing the document, click the **Back** button in your browser.
7. After reviewing the appraisal either **Approve** or **Reject** the appraisal by clicking on the appropriate button:

   ![Approval Options]

- **Approve** button
- **Reject** button

The appraisal for this employee is available for your review. Please review the appraisal by clicking on the Comments at that time. If there are Attachments associated with the appraisal, please review them.

### Consolidated Appraisal

**a.** If you click **Approve**, you are required to **enter comments** on why the appraisal has been approved.

**b.** Click **OK**. An email will be sent to the supervisor informing the supervisor that the appraisal has been approved.

![Approval Comments]

**c.** If you click **Reject**, you are required to **enter comments** on why the appraisal has been rejected so that the supervisor can make the appropriate corrections.

![Rejection Comments]
d. Click OK. An email will be sent to the supervisor informing the supervisor that the appraisal has been rejected.

e. The Upline Manager review process is now complete.

f. The supervisor will retrieve the appraisal, make changes, and re-submit to the Upline Manager for approval.

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.