

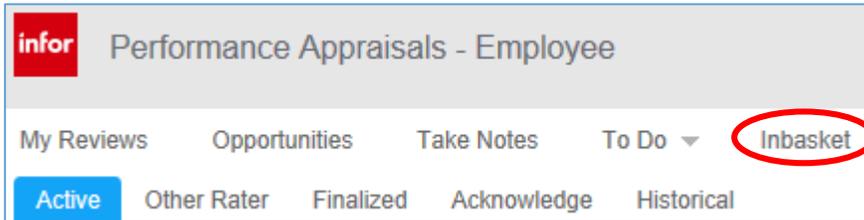
TALENT MANAGEMENT QUICK REFERENCE GUIDE – EMPLOYEE HOW TO ACKNOWLEDGE YOUR MANAGER’S APPRAISAL OF YOU

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.

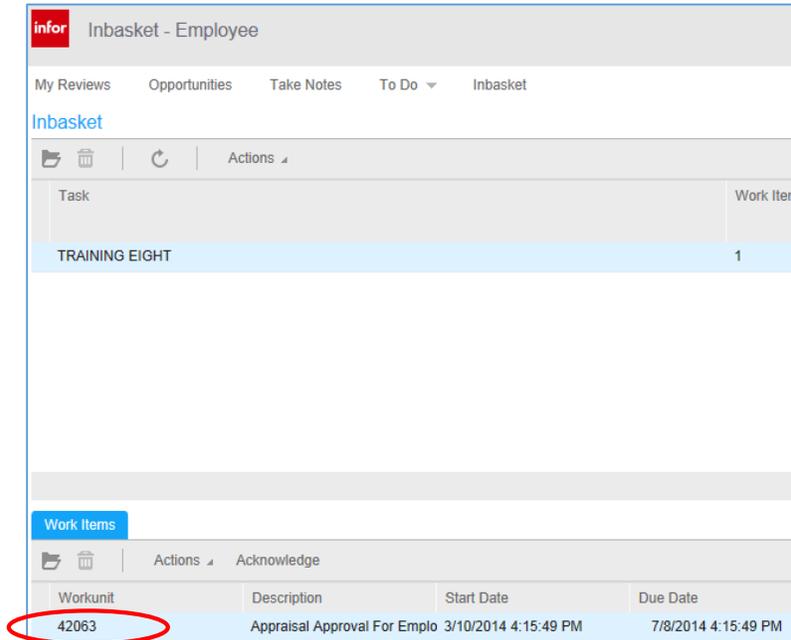
Once the Appraisal Meeting has occurred, follow these steps.

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			
		Actions	Acknowledge
Workunit	Description	Start Date	Due Date
42063	Appraisal Approval For Emplo	3/10/2014 4:15:49 PM	7/8/2014 4:15:49 PM

5. Click **Acknowledge**.

New Appraisal Form - Non Supervisor For TRAINING EIGHT; Performance Review Period: Monday, February 03, 2014-Friday, February 14, 2014

My Reviews Opportunities Take Notes To Do Inbasket

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Acknowledge

To complete the acknowledgement process, click Acknowledge, enter your comments and click OK.

You may view your appraisal by clicking on the Consolidated Appraisal link below. If there are Attachments associated with your appraisal you can view these as well by clicking on the Attachment link appears, then there are no associated attachments.

[Consolidated Appraisal](#)

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

Response Required [X]

Action Comment:

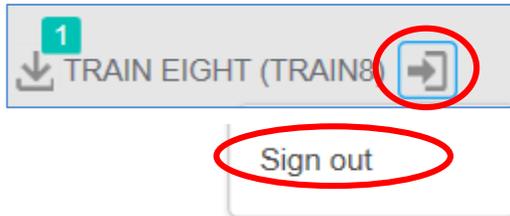
[Text Area]

OK Cancel

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**.



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