

## TALENT MANAGEMENT

### QUICK REFERENCE GUIDE – All Employees

## How to Login and Navigate within the MAP Appraisal System

### LOGIN to MAP

The Talent Management site shown below hosts both the MAP Appraisal System and Talent Acquisition. This site can be accessed at <https://talentmanagement.azdoa.gov/>.



It is important that you login to the appropriate area for the task you need to complete. Below you will find a sampling of tasks that can be completed within each of the first three boxes that comprise the MAP Appraisal System. Please note you cannot be logged into more than one area at a time. Each area includes a set of Guides that can be accessed prior to login.

**All Employees** will login to the first box to acknowledge their MAP Planner, complete a Self-Appraisal, enter Notes associated with their appraisal, among other tasks.

**All Supervisors and Up-line Managers** will login to the second box to create MAP Planners for their employees, complete or approve Employee Appraisals, enter Notes regarding employee performance, among other tasks.

**MAP Proxy** (*must have special access*) will login to the third box to perform a limited number of tasks related to the MAP appraisal process.

*NOTE: The fourth box is part of Talent Acquisition and is for Recruiters who have been granted special access to perform a limited number of tasks related to managing job postings and requisitions.*

## Login

1. Once you are ready to proceed, click Login in the section you wish to access.
2. Enter your **User Name** and **Password**.
  - a. **User Name** is your EIN
  - b. **Password** is the same as your YES password
  - c. **Click Arrow to Login** 

## Navigational Tips for the New MAP Appraisal System

MAP has been upgraded. The upgrade provides improved performance and includes a wide range of usability enhancements. Although the basic functions remain the same, MAP has a slightly different “look and feel” and navigation. The purpose of this guide is to highlight the key differences you will see. Please use the MAP Quick Reference Guides to review detailed use of the application.

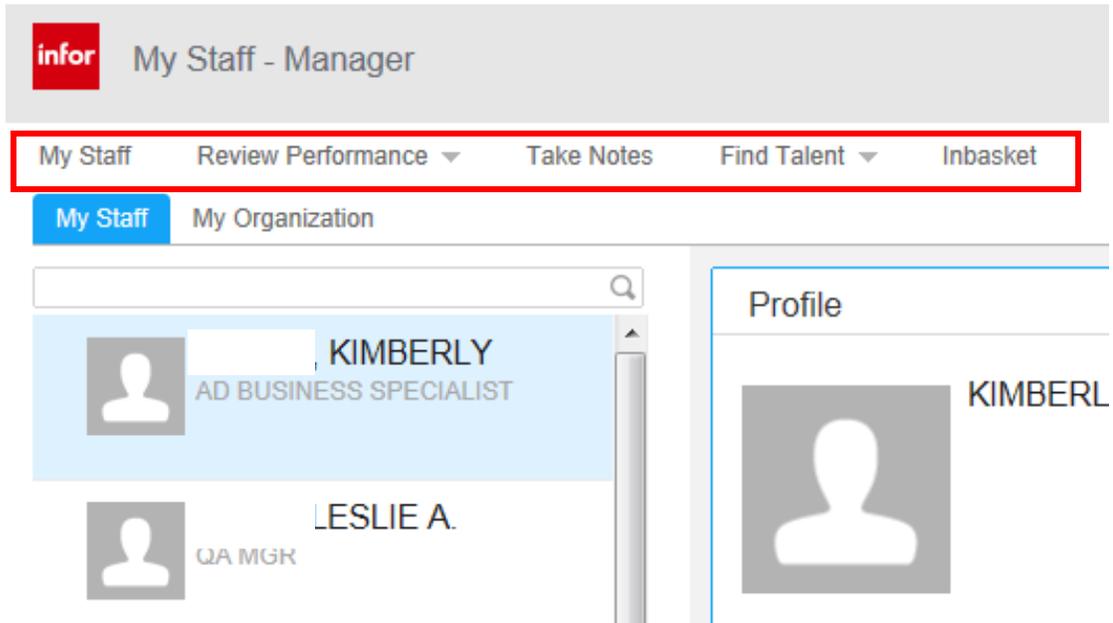
Here are some key differences:

1. **Launch Page:** This new page provides an entry point to MAP and Talent Acquisition functions for Employees, Managers, MAP Proxies, and Talent Acquisition Recruiters. Each section includes a brief summary of the functions available to the user, a Guides button, and a Login button. The Guides button will direct you to a list of Quick Reference Guides for the various MAP automation processes.

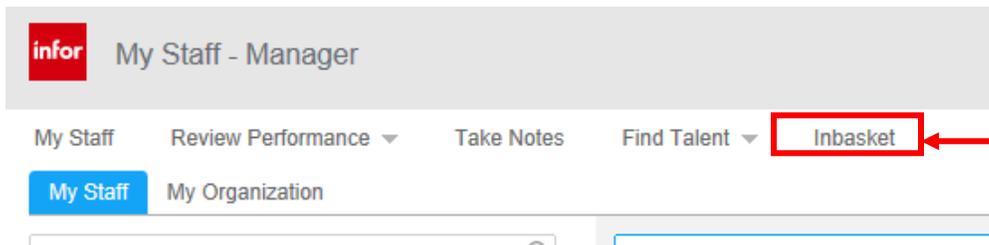


2. **Function Navigation Links:** Once you log in, all functions available to you will be prominently displayed at the top of the page. In this Manager login example, there are five options: My Staff, Review Performance, Take Notes, Find Talent, and Inbasket. Clicking on an option will take you to the detail function available for that option. These options are consistently

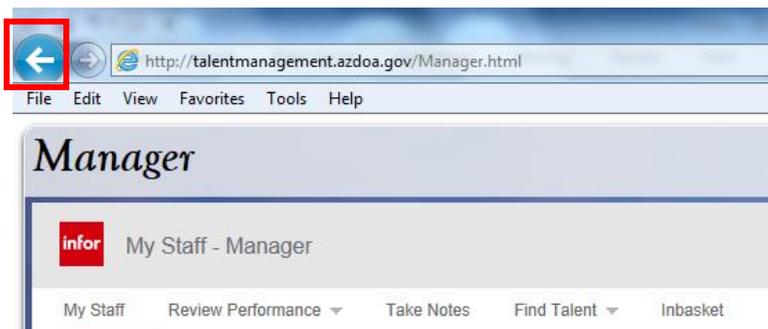
displayed on every screen you use. Consequently, you'll have easy navigation to any function at anytime from anywhere in the application.



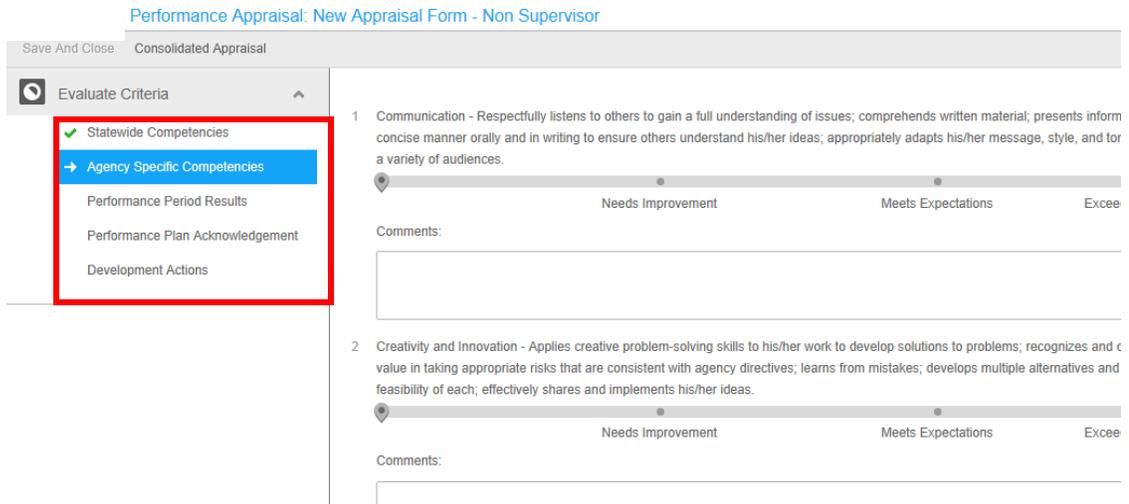
- 3. Prominent Inbasket Link:** You will use the Inbasket for key steps in the MAP closeout process. For example both employees and supervisors will go to their Inbasket to acknowledge the final appraisal. A link to the Inbasket is prominently displayed on every page.



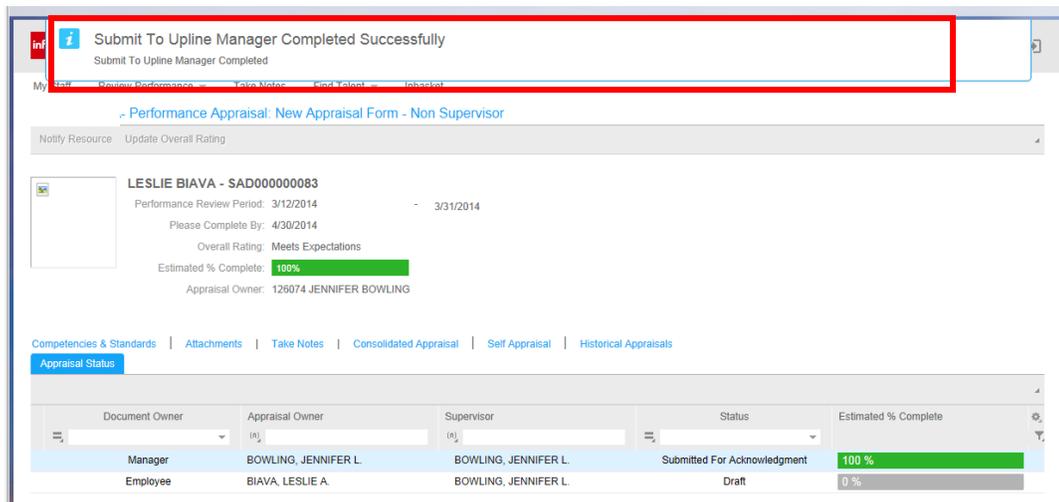
- 4. Back Arrow for Navigation:** You may now use the browser back arrow to return to previous pages.



5. **Evaluation Navigation:** The navigation path through the evaluation process is displayed in a checklist on the left-hand side of the page. Each section will be marked with a green check as you complete a section.



6. **Action Confirmation Notice:** A confirmation pop-up notice will appear at the top of the page whenever a significant MAP process has been completed. The notice lets you know your action has been saved.



This guide presents a few of the key improvements you will see in the upgraded MAP. **Please be sure to print out and use the MAP Quick Reference Guides to help you navigate step-by-step through each MAP action.**

If you have additional questions regarding the MAP Appraisal process, please contact your Agency Human Resources Department.