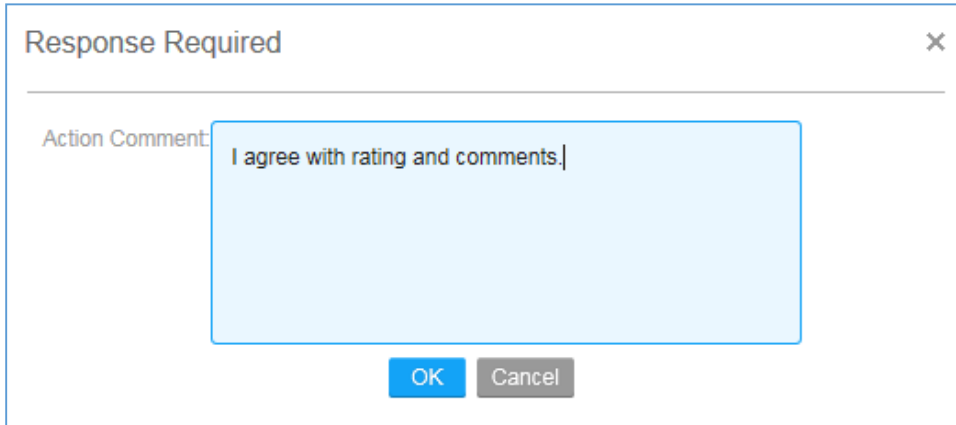


TALENT MANAGEMENT QUICK REFERENCE GUIDE - MANAGER

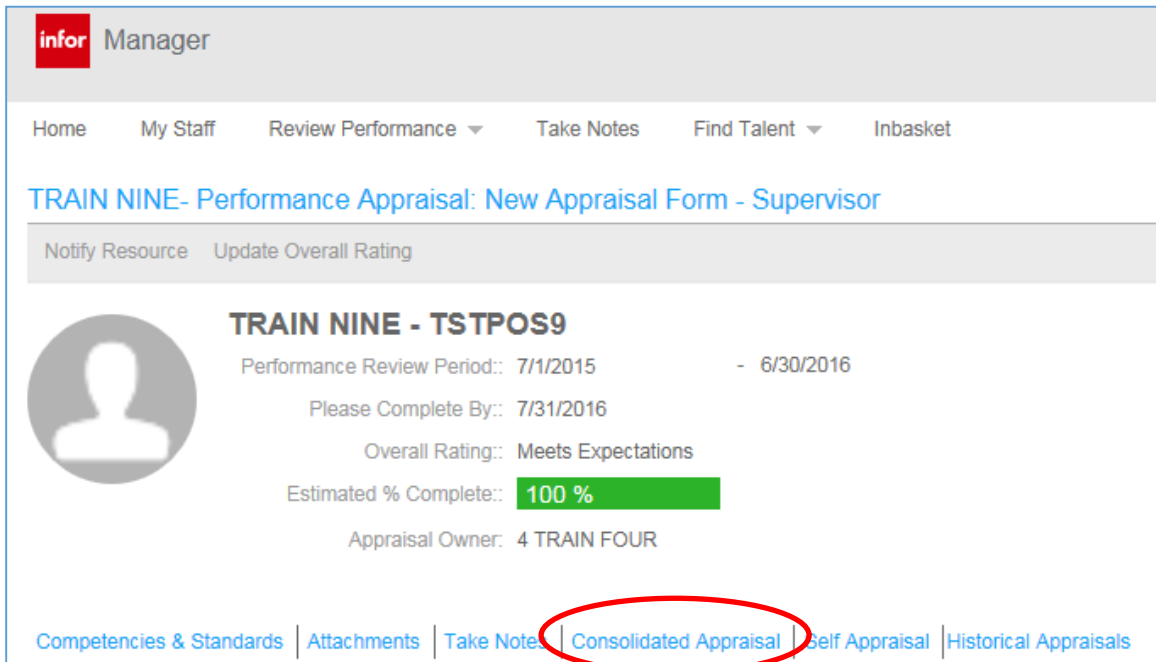
HOW TO SUBMIT THE APPRAISAL TO EMPLOYEE FOR ACKNOWLEDGEMENT

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 to 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**.

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

The screenshot shows the 'infor Manager' interface. The 'My Staff' tab is selected. A search bar is visible. Below it, an employee card for 'NINE, TRAIN' (TEST POSITION 9) is highlighted with a red arrow. To the right, a table displays appraisal information:

Appraisal	Due Date
New Appraisal Form - Supervisor	7/31/2016

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

This screenshot shows a detailed view of the appraisal for 'NINE, TRAIN'. A red arrow points to the 'New Appraisal Form - Superv' entry in the table below:

Appraisal	Due Date	Status	Appraisal Owner	Overall Rating	Meetin...
New Appraisal Form - Superv	7/31/2016	Submitted For Acknowledg	FOUR, TRAIN	Meets Expectations	
New Appraisal Form - Superv	1/31/2016	Finalized	FOUR, TRAIN	Meets Expectations	

- Click **Submit to Employee**.

The screenshot shows the 'Performance Appraisal' page for 'TRAIN NINE - TSTPOS9'. The 'Submit To Employee' button is circled in red. The page displays the following information:

- Performance Review Period: 7/1/2015 - 6/30/2016
- Please Complete By: 7/31/2016
- Overall Rating: Meets Expectations
- Estimated % Complete: 100 %
- Appraisal Owner: 4 TRAIN FOUR

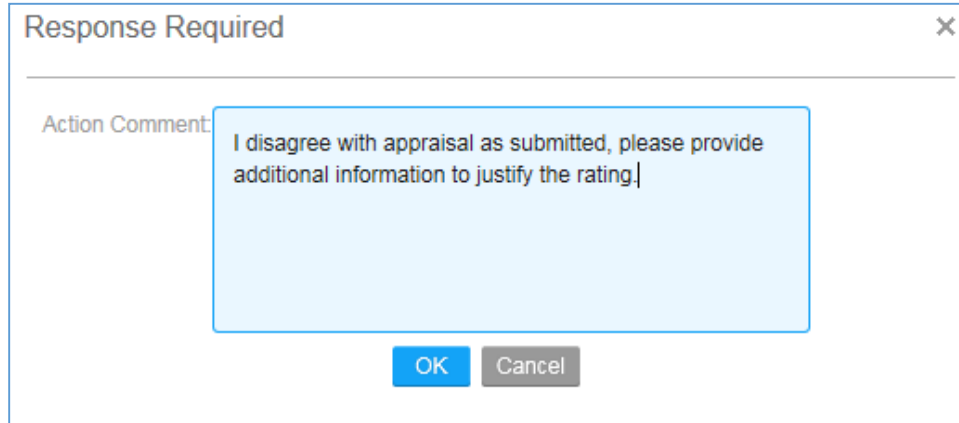
At the bottom, there are navigation links: Competencies & Standards, Attachments, Take Notes, Consolidated Appraisal, Self Appraisal, and Historical Appraisals.

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

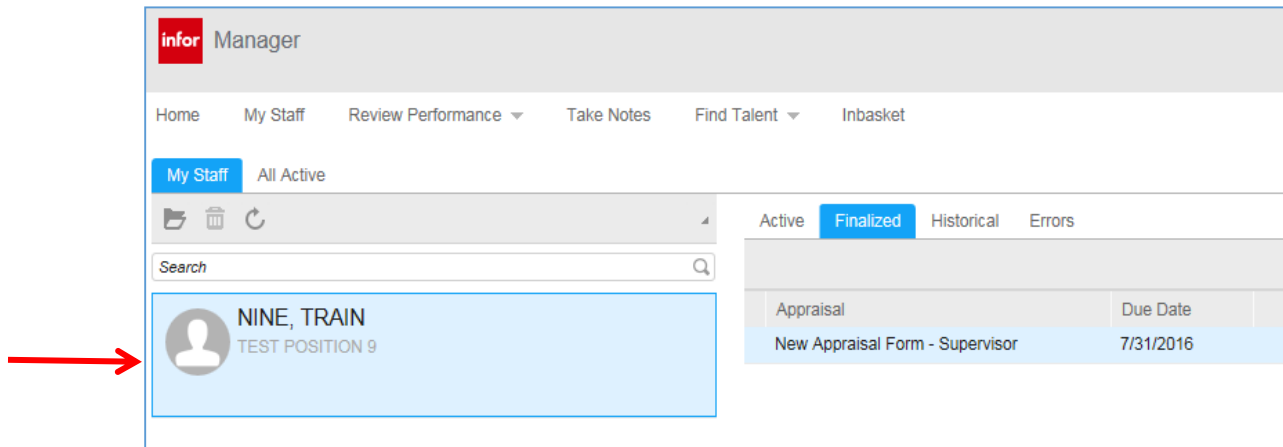
NOTE: The MAP process is now completed and the appraisal will now appear in the Historical tab. You can still review the consolidated appraisal from there.

If the Upline Manager Rejects Appraisal

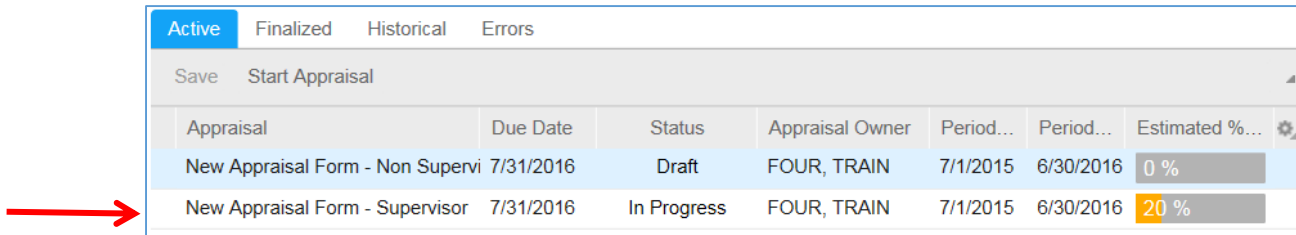
1. If the Upline Manager **Reviews** and **Rejects** the appraisal, you will receive an email stating the appraisal has been rejected and an explanation on why the appraisal was rejected.



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**.

TRAIN NINE- Performance Appraisal: New Appraisal Form - Supervisor

Continue Appraisal **Finalize** Notify Resource Update Overall Rating

TRAIN NINE - TSTPOS9
 Performance Review Period:: 7/1/2015
 Please Complete By:: 7/31/2016
 Estimated % Complete:: **100 %**

6. Click **Submit To Upline Manager**.

TRAIN NINE- Performance Appraisal: New Appraisal Form - Supervisor

Revert To In Progress Notify Resource Update Overall Rating **Submit To Upline Manager**

TRAIN NINE - TSTPOS9
 Performance Review Period:: 7/1/2015 - 6/30/2016
 Please Complete By:: 7/31/2016
 Overall Rating:: Meets Expectations
 Estimated % Complete:: **100 %**
 Appraisal Owner: 4 TRAIN FOUR

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**.

1 TRAIN EIGHT (TRAIN8) [Arrow]

Sign out

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