

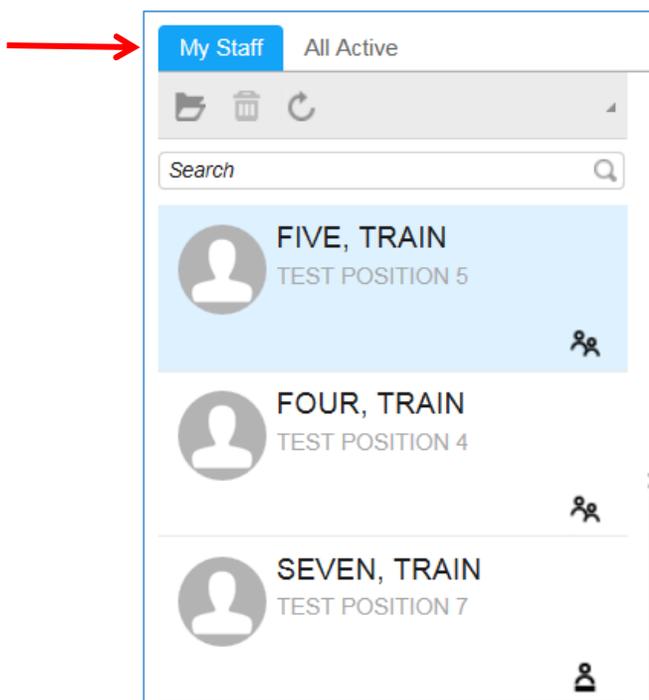
TALENT MANAGEMENT

QUICK REFERENCE GUIDE – UPLINE MANAGER

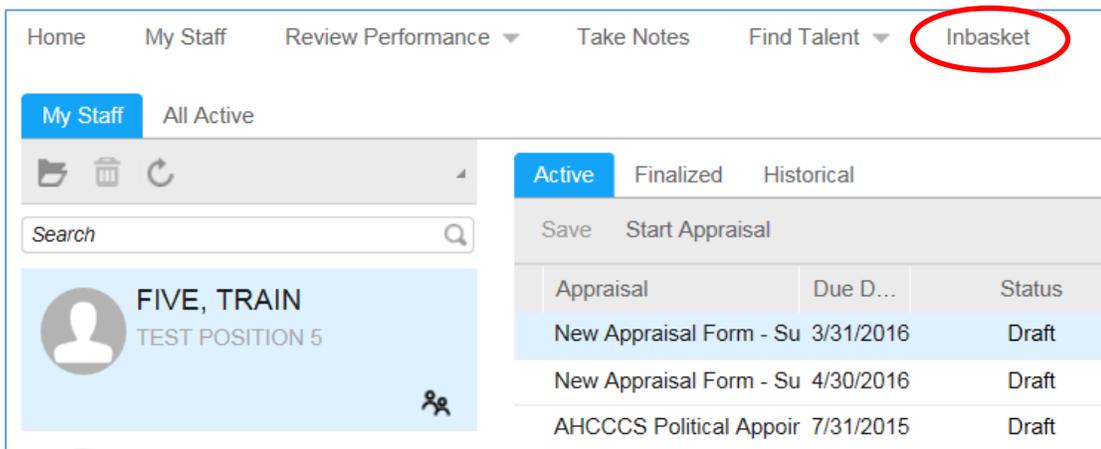
HOW TO APPROVE OR REJECT THE MAP APPRAISAL

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**.



- Under **Work Items** (which is located in the lower half of the page), the appraisals that you need to review and acknowledge will display.

Records Per Page: 10

Work Items

Actions Options Drill Around® Approve Reject

Workunit	Description	Start Date	Due Date	Filter Value
171146	Appraisal Approval For Employ	6/16/2015 9:23:05 A	8/6/2016 1:22:29 AM	

- Double click on the Work Item (appraisal).
 - 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.

Records Per Page: 10

Work Items

Actions Options Drill Around® Approve Reject

Workunit	Description	Start Date	Due Date	Filter Value
171146	Appraisal Approval For Employ	6/16/2015 9:23:05 A	8/6/2016 1:22:29 AM	

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

The appraisal for this employee is available for your review.
Please review the appraisal by clicking on the Consolidated Appraisal link below. Once you have completed your review, click either Approve or Reject. You will have the opportunity to enter comments at that time.
If there are Attachments associated with the appraisal, you can view these as well by clicking on the Attachments link. If no Attachments link appears, then there are no associated attachments.

[Consolidated Appraisal](#)

- 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.

New Appraisal Form - Supervisor for TRAIN NINE

Performance Review Period: July 1, 2015 - June 30, 2016

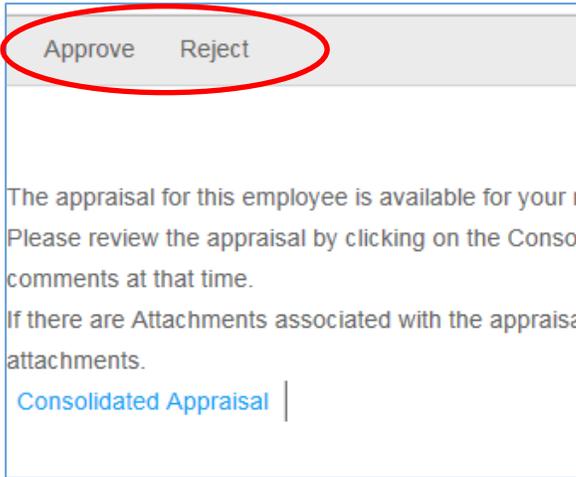
Performance Management Evaluation Form

Employee Information

Employee: 9 TRAIN NINE
Organization Unit: DE133-13310
Position: TSTPOS9
Supervisor Name: TRAIN FOUR
Start Date: 01/01/2015

Statewide Competencies

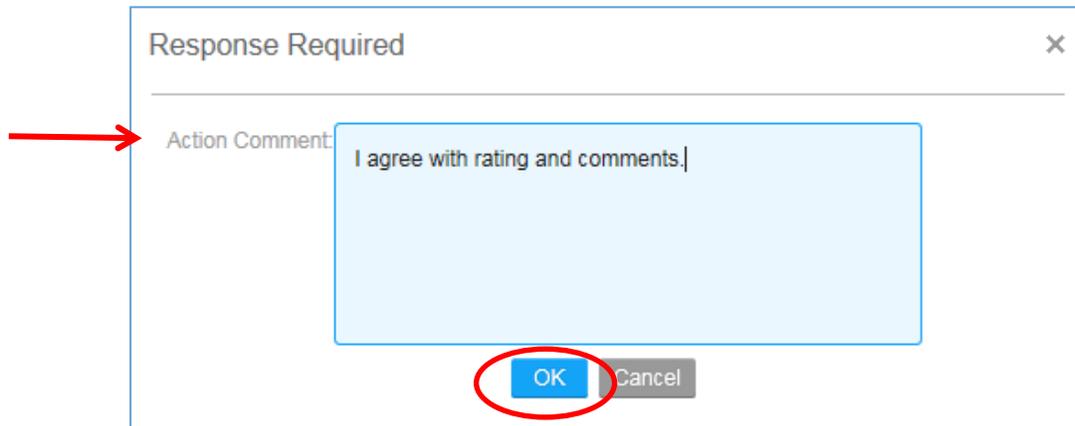
7. After reviewing the appraisal either **Approve** or **Reject** the appraisal by clicking on the appropriate button:



The appraisal for this employee is available for your review. Please review the appraisal by clicking on the Consolidated Appraisal link and viewing the comments at that time. If there are Attachments associated with the appraisal, click on the Attachments link to view the attachments.

[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.

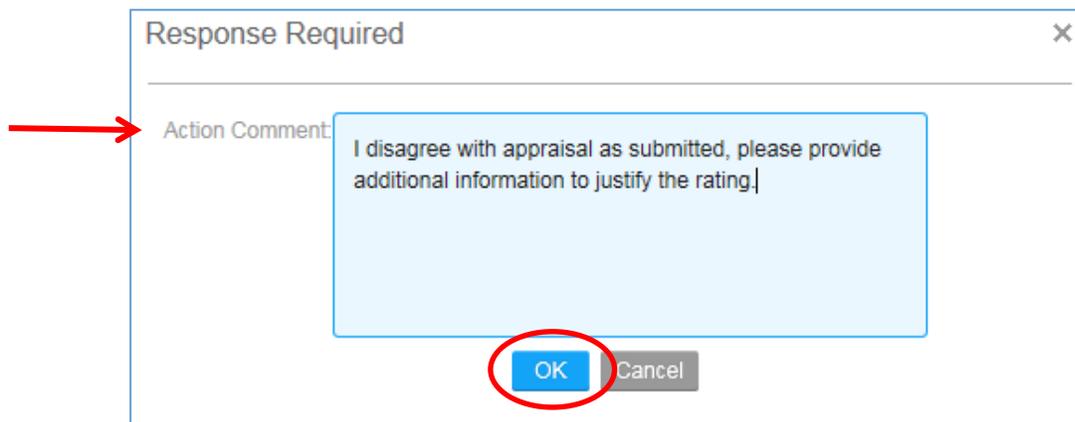


Response Required

Action Comment: I agree with rating and comments.

OK Cancel

- 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.

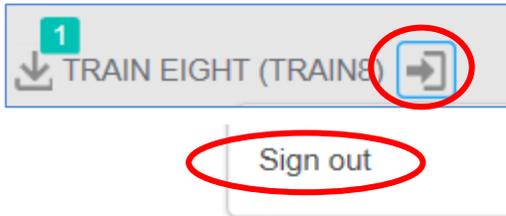


Response Required

Action Comment: I disagree with appraisal as submitted, please provide additional information to justify the rating.

OK Cancel

- 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.