OPMS – Quick start Guide
Supervisor Help Guide: How to Access Completed Employee Evaluations

Note: Steps 1-3 outline how to access OPMS from a City Schools computer and using the City Schools network.

**Step 1:**
Click **ERP Production** to access the OPMS portal.

**Step 2:**
Type your username and password into the text boxes. Click the **Login** button.

**Step 3:**
Click on **Manager Self Service** and then click **Performance Management**.

**Step 4:**
At the top of the Dashboard page click **Task**.
Step 5:
Scroll down to the bottom on the page and click View Appraisals in People Hierarchy to view a complete list of employees whom you supervise.

Step 6:
Click the Action button to the right of the employee whose completed evaluation form(s) you would like to access.
Step 7: Click Details to see what was entered and saved in the employee’s evaluation form in OPMS.

Note: You will only be able to view ratings for forms with a Completed status in the Appraisal Status column.
Now you will see your employee’s evaluation form. Scroll down to see evaluation ratings and comments.

**Step 8:** Click **Show All Details** to see the comments and ratings.

Now you can review your employee’s completed evaluation form.
Step 9: Click Printable Page to print a copy of your employee's evaluation.

Step 10: When the printable page box pops appears, right click on the box and select print.

✓ You have successfully accessed your employee's completed evaluation form. Please email Human Capital@bcps.k12.md.us if you are unable to access after following these steps.