

Running Calibration Reports

The following steps guide a MassPerform Coordinator through the process of running calibration reports in MyPath. Calibration allows agencies and secretariats to make rating adjustments. Agencies should keep in mind the *expected rating distributions*:

Rating	Rating on Report	Expected Distribution
Exceptional	4.00	5-10%
Highly Effective	3.00	20-25%
Successful Performer	2.00	Up to 70%
Below Expectations	1.00	As needed

STEP 1. Sign in to your **MyPath** account at mass.csod.com (Login is your employee ID).

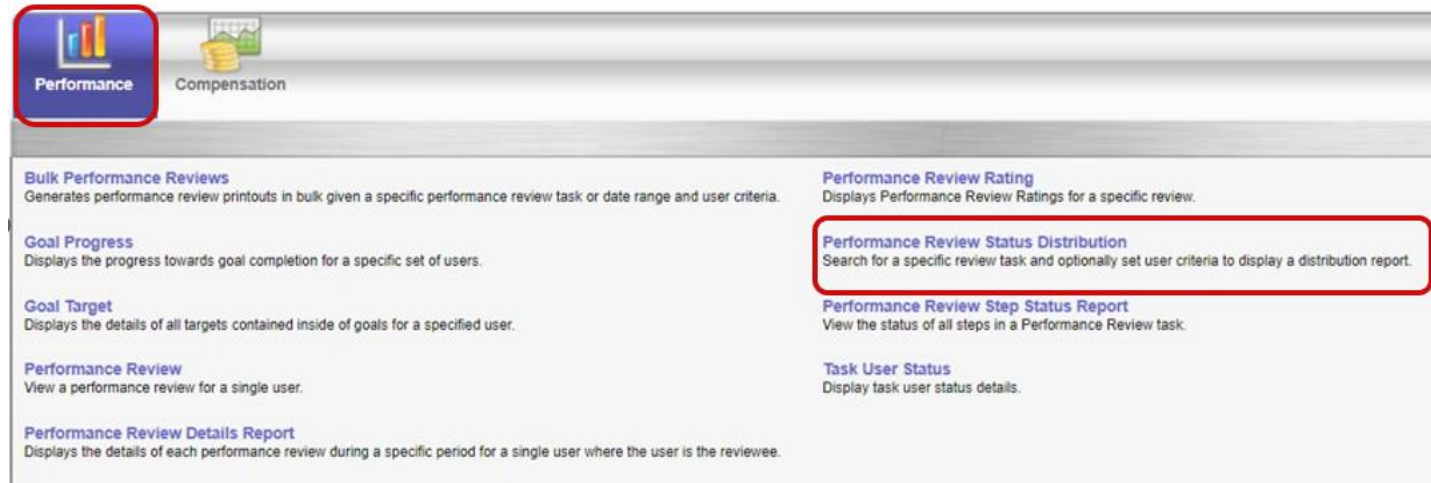
STEP 2. From the homepage, expand the **Show Navigation Menu** options button from the top-right corner. Click the **Reports** button from the drop-down menu list and then click the **Standard Reports** button.

The screenshot shows the MyPath homepage. At the top, there is a blue header with the MyPath logo and a user profile icon. Below the header, there is a banner for "Managers, welcome to MyPath" and two main content areas: "MassAchieve Learning & Development" and "Performance Management Employee Performance Review System MassPerform". A navigation menu is open, showing options like Home, Learning, Performance, Reports, Dashboards, Reporting 2.0, and Admin. The "Reports" option is expanded, and "Standard Reports" is highlighted with a red box.

STEP 3. From the **Standard Reports** screen, select the **Performance** tab.
Under the **Performance** tab, select the **Performance Review Status Distribution** button.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.



The screenshot shows the 'Reports' interface. At the top, there are two tabs: 'Performance' (highlighted with a red box) and 'Compensation'. Below the tabs, there are several report categories listed in two columns. In the right column, the 'Performance Review Status Distribution' report is highlighted with a red box. The description for this report is: 'Search for a specific review task and optionally set user criteria to display a distribution report.'

STEP 4. From the **Performance Review Status Distribution** screen, set the **User Criteria** as “Users” by selecting the drop-down arrow. Click the pop-out arrow next to the **Performance Review Task** field and select the current FY MassPerform task. Set the **Performance Review Data Set** as “Manager” by selecting the drop-down arrow. Click **Search**.

[Reports >](#)

Performance Review Status Distribution

Report Criteria

Search for a specific review task and optionally set user criteria to display a distribution report.

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Division is or below Department of Revenue or Division is or below Tax Administration)
Users

ADVANCED CRITERIA

Performance Review Task:
Performance Review Data Set:

STEP 5. The Distribution of Ratings will appear below. You can compare your ratings to the target distribution by checking the “*Display Target Distribution*” button. You can export your ratings to an Excel sheet by selecting the **Excel** icon in the bottom right corner.



STEP 6. In Excel, you can prepare the Performance Review Status Distribution report to share with leadership for calibration.

Performance Review Status Distribution							
Employee	User ID	Manager	Status	Date Completed	Raw Rating	Z-Score	Calibrated Rating
Caggiano, Regina		Pullin, Melissa	In Progress	N/A	Exceptional	N/A	N/A
Hanchett, Tiffany		Garland, Jared	In Progress	N/A	N/A	N/A	N/A
Hopkins, Felicia		McInnis, Alexandra	In Progress	N/A	N/A	N/A	N/A
McInnis, Alexandra		Sisk, Meghan	In Progress	N/A	N/A	N/A	N/A
Moss, Brendan		Heffernan, Michael	In Progress	N/A	N/A	N/A	N/A
Renaud, Ronald		Heffernan, Michael	In Progress	N/A	N/A	N/A	N/A
Sax, Eric		Rheume, Pamela	In Progress	N/A	Highly Effective	N/A	N/A
Sisk, Meghan		McCue, Jeffrey	In Progress	N/A	N/A	N/A	N/A
Sullivan, Joanne		Gangal, Kavita	In Progress	N/A	N/A	N/A	N/A
Unsworth, Sarah		Pullin, Melissa	In Progress	N/A	Below Expectations	N/A	N/A
Report Criteria							
Task:	FY22 MassPerform-Presentation						
Performance Review Data Set:	Manager						
Report Generated By:	Jimenez, Yanira						

Note: Do not calibrate the ratings within the “Performance Review Status Distribution” report using the Calibrated Rating drop-down. Coordinators should manually return forms to managers during calibration by reopening the step. Before returning a form in the system, contact the manager to update the rating and any necessary comments.

If you have received no reopen step requests and there are no concerns with the ratings distribution, your role in Calibration is complete.

If you have a request to reopen a step for a manager, please follow the instructions below.

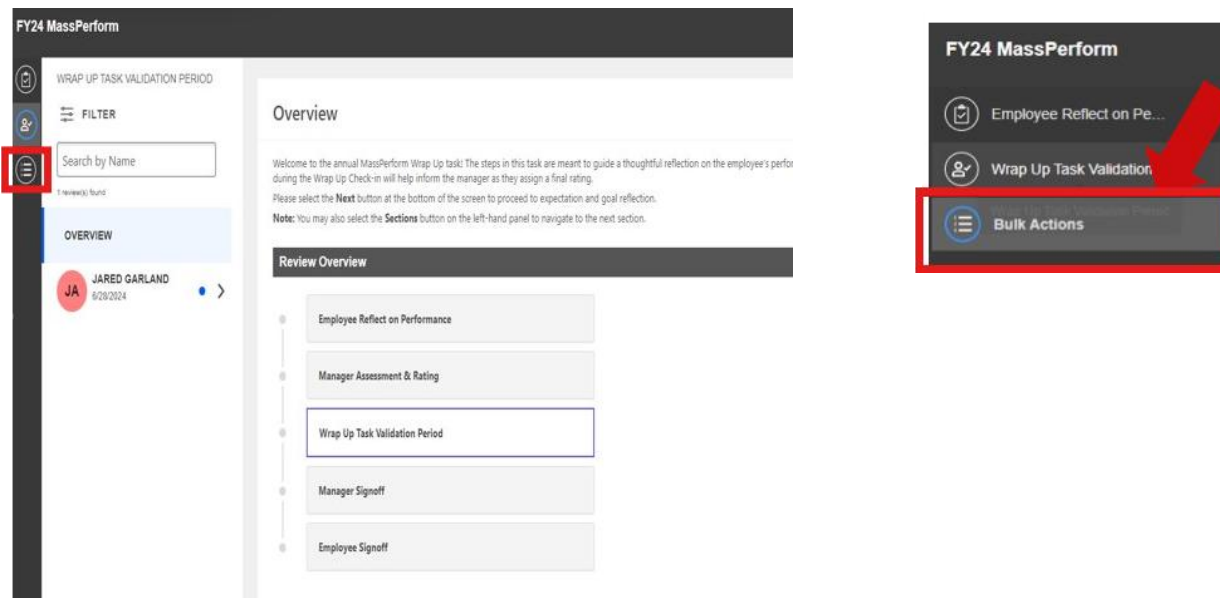
Reopen a Step for a Manager

The following steps guide a MassPerform Coordinator through the process of reopening a Wrap Up step in MyPath during Calibration.

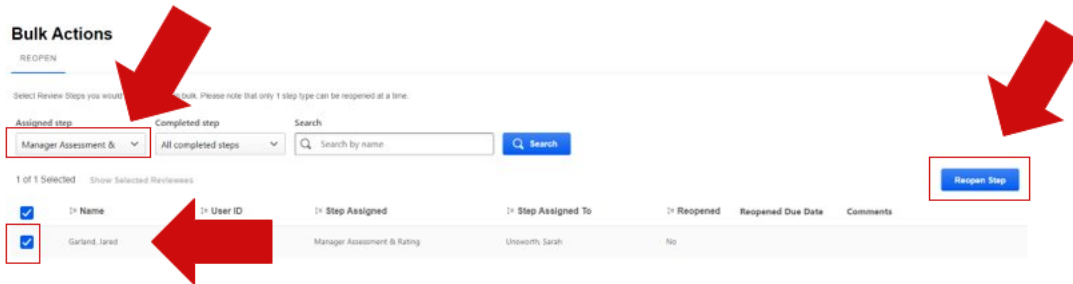
STEP 1. If you need to reopen a step for a manger, return to your MyPath homepage. Under **My Performance Action Items**, select the action item for your Agency's Team.



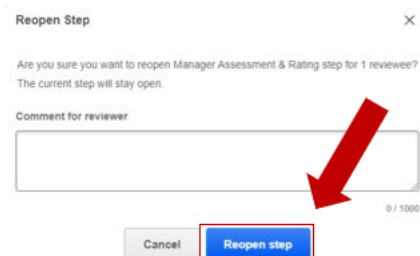
STEP 2. On the left side of the MassPerform screen, select the **Bulk Actions** icon.



STEP 3. On the **Bulk Actions** page, set the Assigned Step to *Manager Assessment & Rating*. Find the employee(s) you'd like to return to the manager by **checking the box** next to the employee(s). Select the **Reopen Step** button.



STEP 4. A confirmation window will pop up. Before confirming, **always contact the manager directly** before returning an employee’s form for calibration. The system change should never happen before the conversation! Select the **Reopen Step** button again to send to the manager.



Note: Managers can also return forms to employees. This job aid can guide them through the process: [MyPath Job Aid - Return a Submitted Employee Performance Reflection for Revisions](#).

When a step is reopened, a new action item appears to the step role owner in the My Performance Action Items widget on the welcome page.



Note: The reviewee will not receive an email if a step is re-opened. The completed status of the user's step does not change when the Coordinator reopens a previous step.