

Employee: Complete Your Stage A Performance Planning

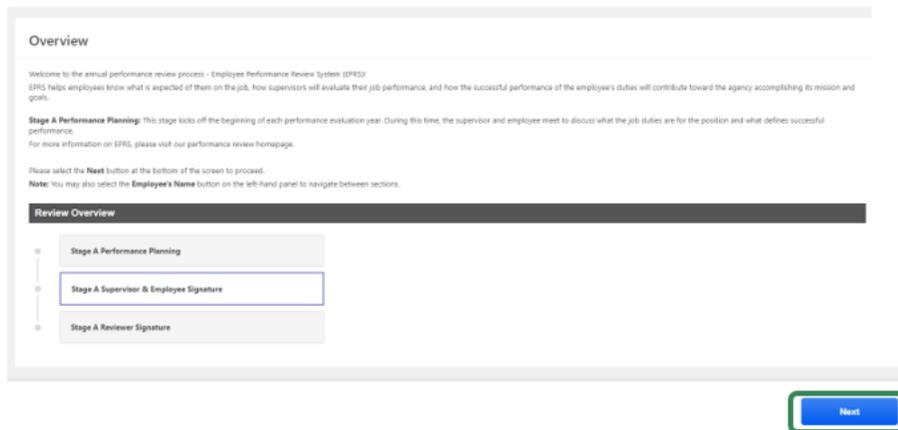
The following steps guide an *employee* through Stage A Performance Planning. For detailed video instructions, please watch the 1-minute [video demonstration here](#).

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

STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX EPRS: Performance Planning for [your name]** link.



STEP 3. You'll be brought to the **Overview** page. Please select the **Next** button to proceed.



STEP 4. After the Performance Planning meeting, review what has been submitted by your supervisor in Stage A. Be sure to read through the job duties and performance criteria in their entirety.

STEP 5. Click the **Save for Later** button at the bottom of the screen to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to advance to the signature page.

STEP 6. When you've arrived on the **Signature** screen, type your **First and Last Name** into the edit box below the on-screen instructions and click the **Sign** button.

Employee

First and last name **Sign**

If you need to redo your signature, click the **Redo** button and repeat those steps. Use the **Comment** box to add any additional comments (optional).

STEP 7. After signing and adding any additional comments (optional), click the **Submit** button at the bottom of the page. A pop-up box will appear. **Click the Submit Review button *again* to complete your part of Stage A.** After you submit the form, it will automatically advance to the reviewer for review and signature.

