

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.

My Performance Action Items	
	Due Date
FYXX EPRS: Performance Planning for Michel Gerard	3/28/2024

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

Note: You may also select the **Sections** button on the left-hand panel to navigate between sections.

STAGE A SUPERVISOR & EMPLOYEE SIGNATURE

2 sections

OVERVIEW

SECTIONS

Overview

Welcome to the annual performance review process - Employee Performance Review System (EPRS). EPRS helps employees know what is expected of them on the job, how supervisors will evaluate their job performance, and how the successful performance of the employee's duties will contribute toward the agency accomplishing its mission and goals.

Stage A Performance Planning: This stage kicks off the beginning of each performance evaluation year. During this time, the supervisor and employee meet to discuss what the job duties are for the position and what defines successful performance.

For more information on EPRS, please visit our performance review homepage.

Please select the **Next** button at the bottom of the screen to proceed.

Note: You may also select the **Employee's Name** button on the left-hand panel to navigate between sections.

Review Overview

- Stage A Performance Planning
- Stage A Supervisor & Employee Signature
- Stage A Reviewer Signature

Next

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.

