



Employee: Complete Your Stage A Performance Planning

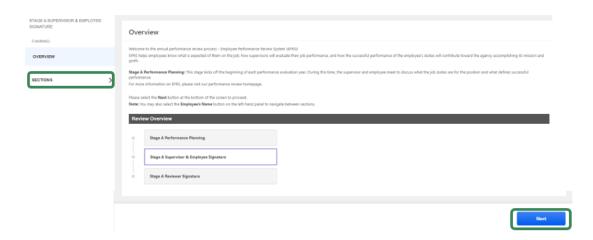
The following steps guide an *employee* through Stage A Performance Planning. For detailed video instructions, please watch the 1-minute <u>video demonstration here</u>.

- 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.

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



- **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.



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.

