



Employee: Complete Your Stage B Progress Review

The following steps guide an *employee* through Stage B Progress Review. For detailed video instructions, please watch the 2-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: Progress and Annual Reviews for [your name] link.

My Performance Action Items			
		Due Date	
FYXX EPRS: Progress and Annual Reviews for Michel Gerard		3/26/2024	

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.

ATURE	Overview	
ction(s)	Stage B Progress Review: between the Performance Planning as going. Halfway through the year, the supervisor will meet with th	nd Progress Review stages the supervisor and employee will meet in short, regularly scheduled informal review reasions to see how things as employee for a formal progress review. At this meeting, the supervisor will give the employee an advisory rating on performance thus far.
ERVIEW	Together they will look for ways to improve performance, if need	ed.
	Stage C Annual Review: between the Progress Review and the A review and evaluate the employee's performance over the entire	Innual review the supervisor and employee will meet at least twice informally. Then, during the annual review, the supervisor and employee year and a rating is assigned by the supervisor. During this time the employee can elect to have a development plan created for the next yea
TIONS	For more information on EPRS, please visit our performance revie	w homepage (insert link).
	Shares sales the Mark botton of the bottom of the scenes to more	read .
	Heate select the Press busion at the bottom of the screen to pro	
	Note: You may also select the Employee's Name button on the	eft-hand panel to navigate between sections.
	Review Overview	
	Review Overview	
	Review Overview Stage B Progress Review	
	Review Overview Stage B Progress Review Stage B Supervisor & Employee Signature	
	Review Overview Stage B Progress Review Stage B Supervisor & Employee Signature Stage B Reviewer Signature	
	Review Overview Stage B Progress Review Stage B Supervisor & Employee Signature Stage B Reviewer Signature	
	Review Overview Stage B Progress Review Stage B Supervisor & Employee Signature Stage B Reviewer Signature	
	Review Overview Stage B Progress Review Stage B Supervisor & Employee Signature Stage B Reviewer Signature	

STEP 4. After the Progress Review meeting has concluded, please review the Advisory Ratings for each job duty and any comments from the supervisor.

Duty 1: Monitor the Front Desk	۳
 provide excellent customer service when assisting hotel guests sign for any packages that arrive for the hotel ensure all phone calls and voicemails are addressed by the end of the day answer all emails within 24-hours 	
Start Date : 7/1/2024 Due Date : 6/30/2025	
nae.	
Lorelal Gilmore (Manager) Rated : Meets eview : TEST 1 - FY25 EPRS Time : 3/25/2024 3:32 PM	

- **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 Progress Review Summary rating page.
- STEP 6. Please review the Progress Review Summary rating and any comments from the supervisor.



- STEP 7. 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 8.** 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 to the right of the edit box.

Employee	\square
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 9. 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 B. After you submit the form, it will automatically advance to the reviewer for review and signature.