

Employee: Complete Your Stage C Annual Review (Part 1)

The following steps guide an *employee* through Stage C Annual Review Part 1. For detailed video instructions, please watch the 2-minute [video demonstration here](#).

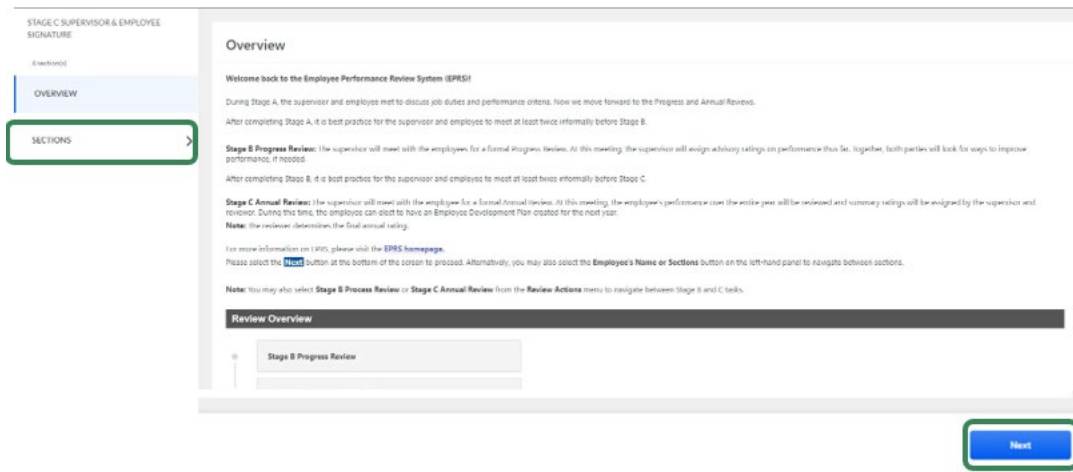
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

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.

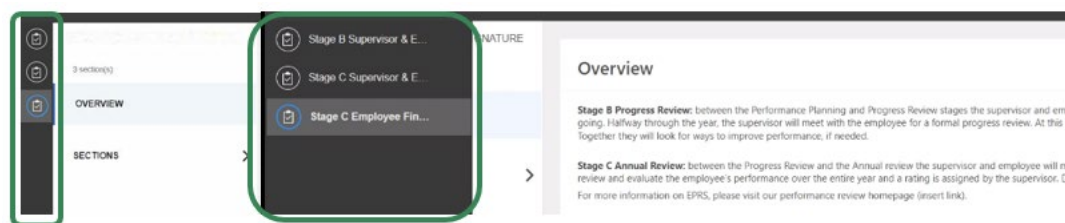


STEP 3. You'll be brought to the **Overview** page. Please select the **Next** button to proceed.

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



Note: You may also select **Stage B Progress Review** or **Stage C Annual Review** from the **Review Actions** menu to navigate between Stage B and C tasks.



STEP 4. Review what was submitted during Stage A.

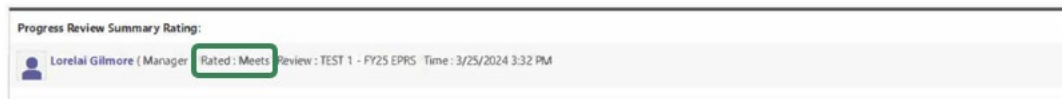
STEP 5. Click the **Save for Later** button at the bottom of the screen to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to advance to the Stage B review.

STEP 6. Review the job duty ratings and comments submitted during Stage B.



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 proceed.

STEP 8. Review the Progress Review Summary Rating and comments submitted during Stage B.



STEP 9. 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 proceed with Stage C.

STEP 10. After the Annual Review meeting has concluded, please review what has been submitted during Stage C, including the Employee Development Plan selection choice, attendance, as well as the Annual Ratings and the supervisor's comments on each job duty.



STEP 11. 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 Stage C Annual Review Summary Rating page.

STEP 12. Review the Annual Review Summary Rating and use the **Select** button (drop-down menu) to indicate whether you “agree” or “disagree” with your supervisor’s evaluation of your performance. *If you disagree, you are encouraged to enter comments in the **Comment** box below.*



A screenshot of a web form element. It features a dropdown menu with a light gray background and a downward arrow on the right. The menu is open, showing three options: 'Select' (with a checkmark), 'Agree', and 'Disagree'. To the right of the dropdown, there is a red asterisk. Below the dropdown, the text 'ary Rat' is partially visible.

STEP 13. 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 14. 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.

A screenshot of a web form titled 'Employee'. It contains a text input field with the placeholder text 'First and last name'. To the right of the input field is a blue button with the text 'Sign' in white. The button has a green border.

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 15. 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 part one Stage C.** After you submit the form, it will automatically advance to the reviewer for review, rating, and signature.