

### Employee: Complete Your Stage C Annual Review (Part 2)

The following steps guide an *employee* through Stage C Annual Review Part 2. 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.

**STEP 4.** Review what was recorded during the Annual Review Summary Rating by your supervisor and whether you agreed or disagreed with the evaluation.

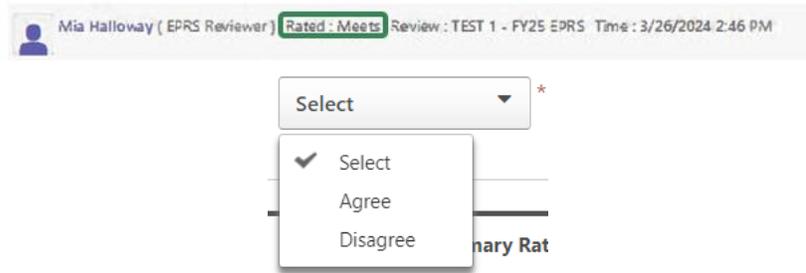


Employee: Do you agree with this evaluation?

Agree

**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 Final Annual Review Rating as set by the reviewer.

**STEP 6.** Review the reviewer’s Final Annual Review Rating and use the **Select** button (drop-down menu) to indicate whether you “agree” or “disagree” with the reviewer’s evaluation of your performance. *If you disagree, you are encouraged to enter comments in the **Comment** box below.*



The screenshot shows a user interface for a review. At the top, it displays the reviewer's name 'Mia Halloway (EPRS Reviewer)', a status 'Rated: Meets' (highlighted with a green box), and review details 'Review: TEST 1 - FY25 EPRS Time: 3/26/2024 2:46 PM'. Below this is a 'Select' dropdown menu (highlighted with a green box) with a red asterisk. The dropdown menu is open, showing three options: 'Select' (with a checkmark), 'Agree', and 'Disagree'. To the right of the dropdown, the text 'Primary Rat' is partially visible.

**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.



The screenshot shows a signature screen. It features a label 'Employee' above a text input field. The input field contains the placeholder text 'First and last name'. To the right of the input field is a blue button with the text 'Sign' (highlighted with a green box).

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 final part of Stage C.** After you submit the form, Stage C will be complete.