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.
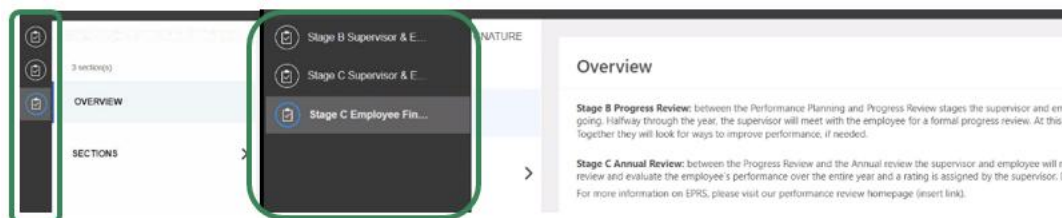

STEP 3. You'll be brought to the **Overview** page. Please select the **Next** button to proceed.

> **Note:** You may also select the **Sections** button on the left-hand panel to navigate between sections.
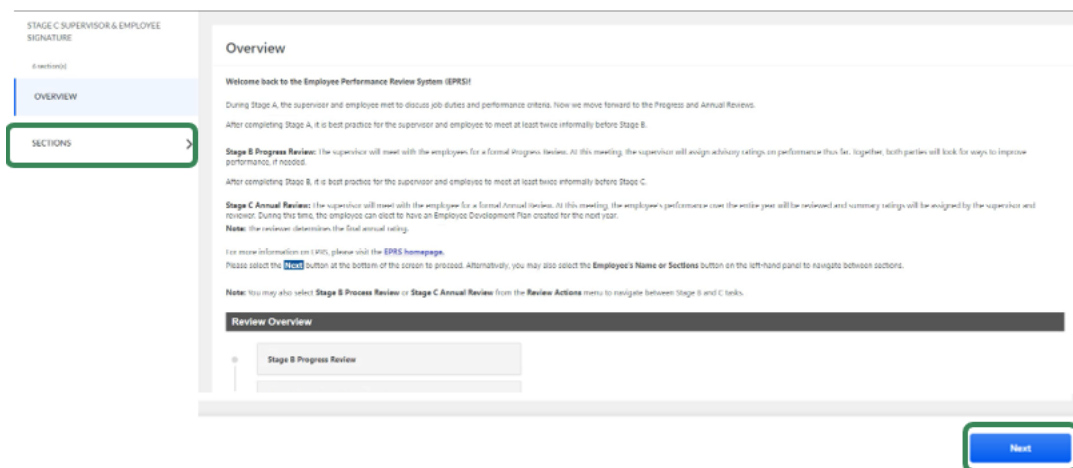
> **Note:** You may also select **Stage B Progress Review** or **Stage C Annual Review** from the **Review Actions** menu to navigate between Stage B and C tasks.

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

Annual Review Summary Rating:

Lorelai Gilmore (Manager | Rated : Meets | Review : TEST 1 - FY25 EPRS Time : 3/25/2024 3:32 PM

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.*

Mia Halloway (EPRS Reviewer) | Rated : Meets | Review : TEST 1 - FY25 EPRS Time : 3/26/2024 2:46 PM

Select ▾ *

✔ Select
  Agree
  Disagree   nary Rat

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

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