



## **Employee: Print your Performance Review**

The following steps guide an employee through the steps required to print their performance review. Performance reviews should be printed following the completion of each stage. There are two ways to print your review, either in your open review task or from the performance review page.

## **Option 1: Print within the Task**

This information applies to employees who are currently in their EPRS action item, who have submitted, and have not exited out of their performance review. If you have submitted and exited out, please refer to option 2 below. For detailed video instructions, please watch the 1-minute video demonstration here.

**STEP 1.** While in the task, click the **Options** button in the top right corner of the screen.



**STEP 2.** Select the **Print Review** button. This will create a PDF document that will automatically save to your downloads folder.



**STEP 3.** To locate the PDF, access your file folder and select the downloads folder.

## **Option 2: Print outside the Active Task**

If you forgot to print while in your open EPRS action item, you can still do so by following the steps below. 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. From the homepage, click the navigation menu in the top right corner of the screen. Click **Performance** dropdown menu and then select **Performance Reviews**.



STEP 3. To access a performance review, select the My Personal Reviews tab.



STEP 4. Select the review you are looking for from the list that appears.

My Assigned Reviews	My Personal Reviews	
view		

- STEP 5. Depending on when during the fiscal year you are trying to print, this will either create a PDF document that will save to your downloads folder, *or* it will automatically bring you into the **Overview** page within the active task.
- STEP 6. If the file was saved as a PDF, no further action is required. To locate the PDF, access your file folder and select the downloads folder. If you are brought into the active task, please select the Next button on the Overview page to proceed.

STAGE & SUPERVISOR & EMPLOYEE	
SIGNATURE	Overview
2 sector(s)	
OVERVIEW	Welcome to the samula performance review process - Implyse Performance Review System (IPR3) ERISE helps employees incore what is expected of them on the job, how sepansions will evaluate their job performance, and how the successful performance of the employee's duries will contribute toward the agency accomplishing its inscision and graph.
SECTIONS	Stage A Performance Planning: This tage locks off the beginning of each performance evaluation year. During this time, the supervisor and employee meet to allocuss what the job dutes are for the position and what defines successful performance. For more information on DRIX, plassa visit our performance review homepage.
	Please select the Next button at the bottom of the some to proceed.
	Review Overview
	Stage A Performance Planning
	Stage A Supervisor & Employee Signature
	Stage A Reviewer Signature
	Next

**STEP 7.** While in the task, click the **Options** button in the top right corner of the screen.

Options	~
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**STEP 8.** Select the **Print Review** button. This will create a PDF document that will automatically save to your downloads folder.

Options	~
Employee D	etails
Attachments	
Print Review	

**STEP 9.** To locate the PDF, access your file folder and select the downloads folder.