

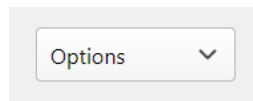
Supervisor & Reviewer: Print Employees' Performance Reviews

The following steps guide a *supervisor* or *reviewer* through printing employees' performance reviews. Performance reviews should be printed following the completion of each stage. There are three ways to print reviews, either individually in your review task, from the performance review page, or via a report.

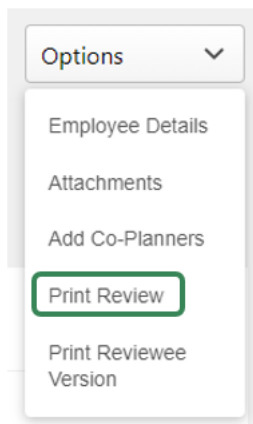
Option 1: Print within the Task

This information applies to supervisors or reviewers who are currently in their EPRS action item, who have not submitted, and have not exited out of their performance review. If you have submitted and exited out, please refer to option 2 or 3 below.

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.



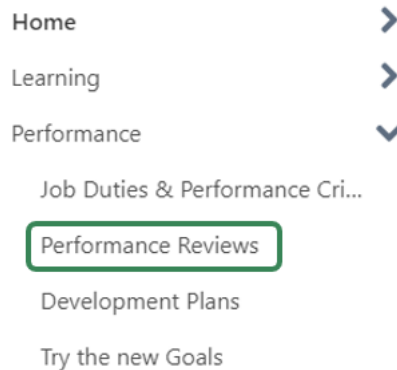
STEP 3. To locate the PDF, access your file folder and select the downloads folder.

Option 2: Print Outside of the Task

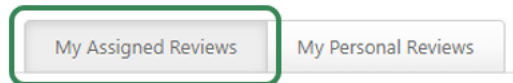
If you forgot to print while in your open EPRS action item, you can still access this information for print by following the steps below. This option is useful if you are attempting to print one or multiple reviews from the same review period.

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

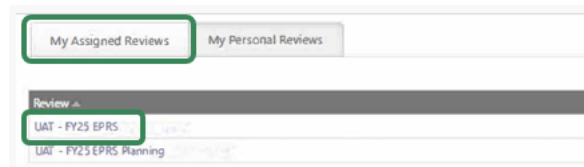
STEP 2. From the homepage, click the navigation menu in the top right corner of the screen. Click **Performance** dropdown menu and then select **Performance Reviews**.



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



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

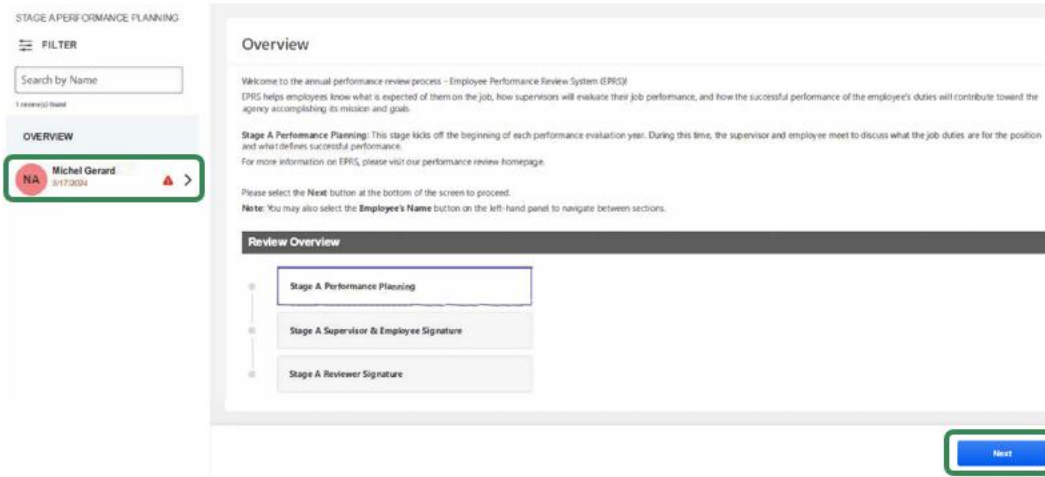


Note: If you are not seeing the performance review you are seeking, try filtering the results by title and/or status.

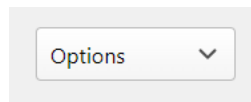
Title:

Status: Not Started In Progress Completed Incomplete Expired

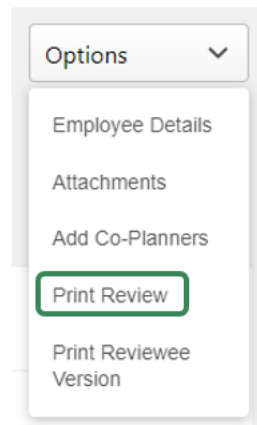
STEP 5. You'll be brought to the **Overview** page. Please, select either the **Employee Name** or the **Next** button to proceed.



STEP 6. While in the task, click the **Options** button in the top right corner of the screen.



STEP 7. Select the **Print Review** button. This will create a PDF document that will automatically save to your downloads folder.



STEP 8. To locate the PDF, access your file folder and select the downloads folder.

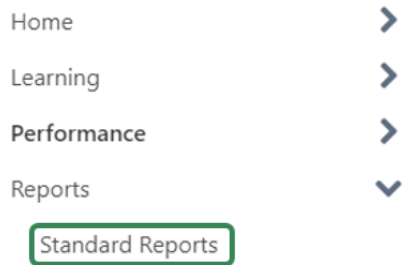
Note: If you are printing multiple employees' reviews, select the next employee's name from the list on the left-hand panel and repeat steps 5 - 7 as needed.

Option 3: Print by Report

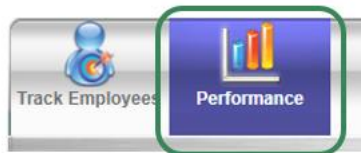
If you forgot to print while in your open EPRS action item, you can still access this information for print by following the steps below. This option is useful for printing individual performance reviews.

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

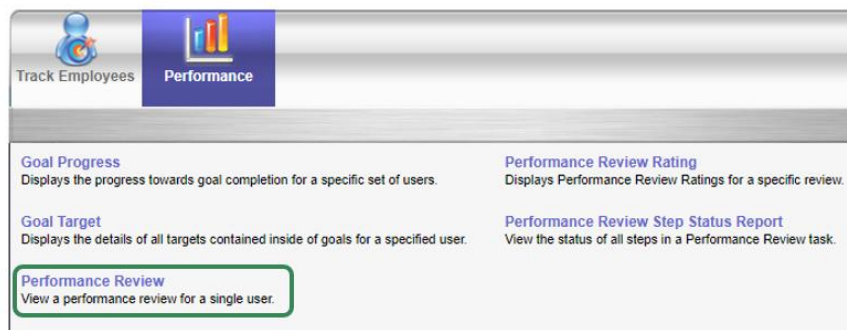
STEP 2. From the homepage, click the navigation menu in the top right corner of the screen. Click **Reports** dropdown menu and then select **Standard Reports**.



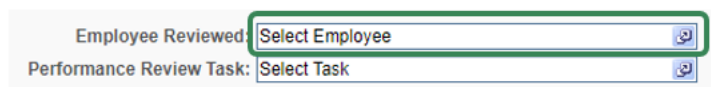
STEP 3. To access a singular performance review, select the **Performance** tab.



STEP 4. Select the **Performance Review** report option.



STEP 5. Within the **Advanced Filters** section, first select the employee of interest. This can be done by clicking the **Employee Reviewed** dropdown menu.



STEP 6. This will open the **Select User** pop-up menu that displays all your employees.

Search is limited to 1000 records only

Last Name: First Name: ID: User Name: Manager's Last Name:

(14 Results) 1 2 > >>

Name	User ID	User Name	Manager
Gerard, Michel	123456	098765	Gilmore, Lorelai

Note: You can filter down the list that appears by using the **Last Name, First Name, and/or User Name** (this will be the employee's employee ID number). Reviewers may also benefit by filtering by the **Managers Name**.

STEP 7. Within the **Advanced Filters** section, first select the employee of interest. This can be done by clicking the **Select Task** dropdown menu.

Employee Reviewed:

Performance Review Task:

STEP 8. This will open the **Search Task** pop-up menu that displays all performance reviews available for print.

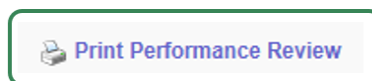
Search Tasks :

Title: All Languages

« Previous 1-4 of 4 Next »

NAME	DESCRIPTION
TEST 1 - FY25 EPRS	FY25 EPRS Planning Stage A (Standard)
TEST 1 - FY25 EPRS	FY25 EPRS STAGE B&C (Standard)

STEP 9. Click the **Print Performance Review** button. This will create a PDF document that will automatically save to your downloads folder.



STEP 10. To locate the PDF, access your file folder and select the downloads folder.