

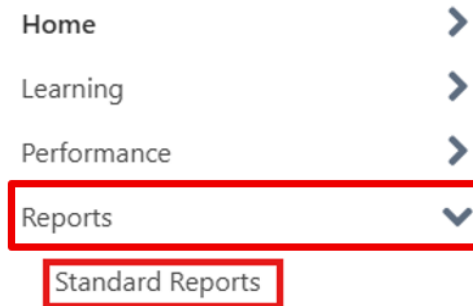
How to Review the Status of an Employee's Performance Review Through Standard Reporting

The following steps guide a supervisor or reviewer through the process of running the Performance Review Step Status Report. EPRS reviews flow similarly to a relay race; the next participant doesn't begin until the baton has been passed. This report will tell you where the review is currently sitting for selected employees.

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

STEP 2. Click the Show Navigation Menu button . This is the icon with three lines in the top right corner also referred to as the Hamburger Menu.

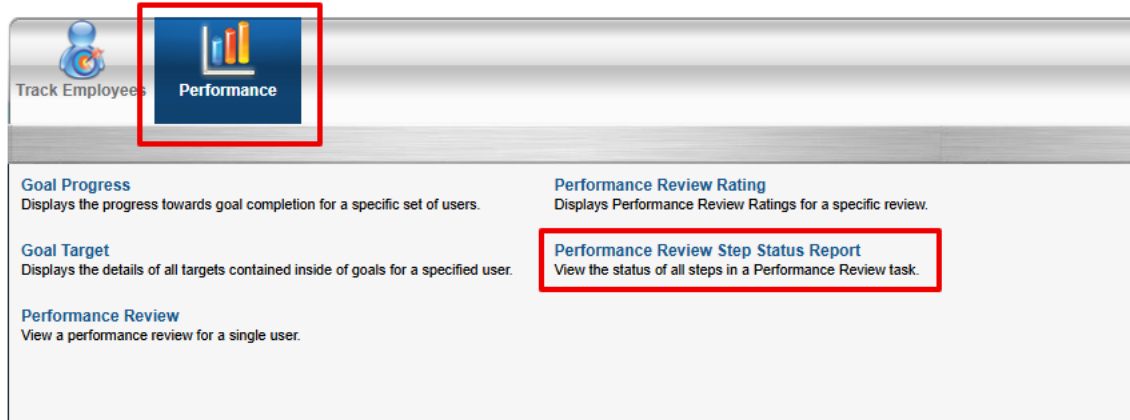
STEP 3. From the menu, select the **Reports** menu item, and then from that dropdown select the **Standard Reports** menu item.



STEP 4. From the **Reports** screen, select the **Performance** icon to open your performance reports. Then, select the **Performance Review Step Status Report** link.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.



A screenshot of the Reports screen. At the top, there is a 'Track Employees' icon. Below it, there are several report categories: 'Performance' (highlighted with a red box), 'Goal Progress', 'Goal Target', 'Performance Review', 'Performance Review Rating', and 'Performance Review Step Status Report' (highlighted with a red box). The 'Performance Review Step Status Report' link is also highlighted with a red box.

STEP 5. The Performance Review Step Status Report screen will open. From this screen, you can find the

employee of interest to view their status.

Performance Review Step Status Report

Report Criteria

View the status of all steps in a Performance Review task.

USER CRITERIA

User Criteria:

ADVANCED FILTERS

Performance Review Task:

Review Steps: Review steps will appear when a task is selected

Display OU:

OUTPUT


[Printable Version](#) [Export to Excel](#)

STEP 6. To locate the employee, filters will need to be applied within the User Criteria Section. To begin, select the **Users** option from the **User Criteria** dropdown menu.

User Criteria:

- Select Criteria
- All Users
- Division
- Position
- Cost Center
- Location
- Group
- Job Code ID
- Manager Level ID
- EPRS Performance Eligible
- Users**

[Icon Popup Search](#)

Select the **Icon Popup Search** link  to the right of the dropdown menu. This will to open the Select User window in a new page.

In the Select User page, enter either the employee's name or employee ID and then select the **Search** button to locate the individual of interest.

Search

Last Name: ID: Manager's Last Name:

First Name: User Name:


[Search](#)

Under the Search Results section, select the **Add** button  to add the employee to the report.

Search Results					
ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
	Flannery, Kelly	Human Resources Division (Division) Employee Performance Coord (Position) Kristina Jessup (Manager)	[REDACTED]	[REDACTED]	Jessup, Kristina

Once you have selected a user, select the **Done** button. You will then return to the Performance Review Step Status Report page.

Selected User

REMOVE	NAME	ID
	Flannery, Kelly	586463

(1 Result)

Search Results


ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
N/A	Flannery, Kelly	Human Resources Division (Division) Employee Performance Coord (Position) Kristina Jessup (Manager)	586463	586463	Jessup, Kristina

In the User Criteria section, unselect the **Include Subordinates** checkbox.



STEP 7. In the Advanced Filters section, select the **Icon Popup Search** link  next to the Performance Review Task dropdown menu to expand the Search Tasks window.

ADVANCED FILTERS

Performance Review Task: 

Review Steps: Review steps will appear when a task is selected

Display OU: ▼

The Search Tasks window will open with performance review tasks you may filter by. Select the performance review task of interest.

Note: FYXX EPRS Planning will contain Stage A information; and FYXX EPRS will contain Stage B&C information.

Tasks
NAME
FY25 EPRS
FY25 EPRS (Compressed)
FY25 EPRS (Compressed)
FY25 EPRS (Compressed)
FY25 EPRS Planning
FY25 EPRS Planning (Compressed)
FY25 EPRS Planning (Compressed)
FY25 EPRS Planning (Compressed)
FY25 EPRS Planning (Stretched)

STEP 7. Once you have selected the task of interest, the task steps will appear. All task step checkboxes should be selected.

Performance Review Task:

Review Steps:

- Stage B Progress Review
- Stage B Supervisor & Employee Signature
- Stage B Reviewer Signature
- Stage C Annual Review
- Stage C Supervisor & Employee Signature
- Stage C Reviewer Rating & Signature
- Stage C Employee Final Signature

STEP 8. Once you have set all of your filters, in the Output section select the **Export to Excel** button to create an Excel document. The Performance Review Step Status Report can be accessed via your computer's downloads file folder.

How to Read the Performance Review Step Status Report

Performance Review Step Status Report

User	User ID	Manager	Title	Task Status	Stage B Progress Review	Stage B Supervisor & Employee Signature	Stage B Reviewer Signature	Stage C Annual Review	Stage C Supervisor & Employee Signature	Stage C Reviewer Rating & Signature	Stage C Employee Final Signature
Flannery, Kelly		Jessup, Kristina	FY25 EPRS (Compressed)	In Progress	Complete	Complete	Complete	Not Started	Not Started	Not Started	Not Started

In the sample image above, the status “complete” appears under each Stage B step. This indicates that all of Stage B is completed. Under the Stage C Annual Review column, the status “not started” is displayed. This indicates that the form is sitting with the supervisor.

Report Column Meanings:

- **User:** the employee
- **User ID:** the employee ID
- **Manager:** the employee’s supervisor
- **Title:** the performance review task title (Reminder: FYXX EPRS Planning contains Stage A; and FYXX EPRS contains Stage B&C)
- **Task Status:** indicates whether Stage A or B&C, depending on your task selection, has been fully completed. All steps must be completed in order for this status to read as “complete.”
- **Stage A Performance Planning:** the supervisor’s Stage A task
- **Stage A Supervisor & Employee Signature:** the employee’s Stage A task
- **Stage A Reviewer Signature:** the reviewer’s Stage A task
- **Stage B Progress Review:** the supervisor’s Stage B task
- **Stage B Supervisor & Employee Signature:** the employee’s Stage B task
- **Stage B Reviewer Signature:** the reviewer’s Stage B task
- **Stage C Annual Review:** the supervisor’s Stage C task
- **Stage C Supervisor & Employee Signature:** the employee’s first Stage C task
- **Stage C Reviewer Rating & Signature:** the reviewer’s Stage C task
- **Stage C Employee Final Signature:** the employee’s final Stage C task