MyPath

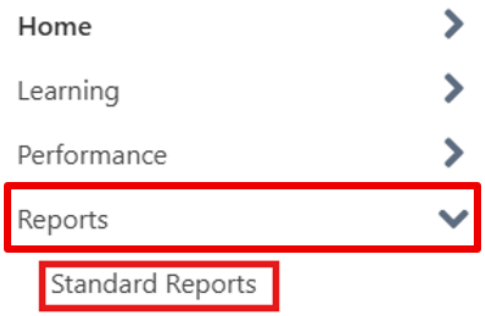
## How to Review the Status of an Employee's Performance Review Through Standard Reporting

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.

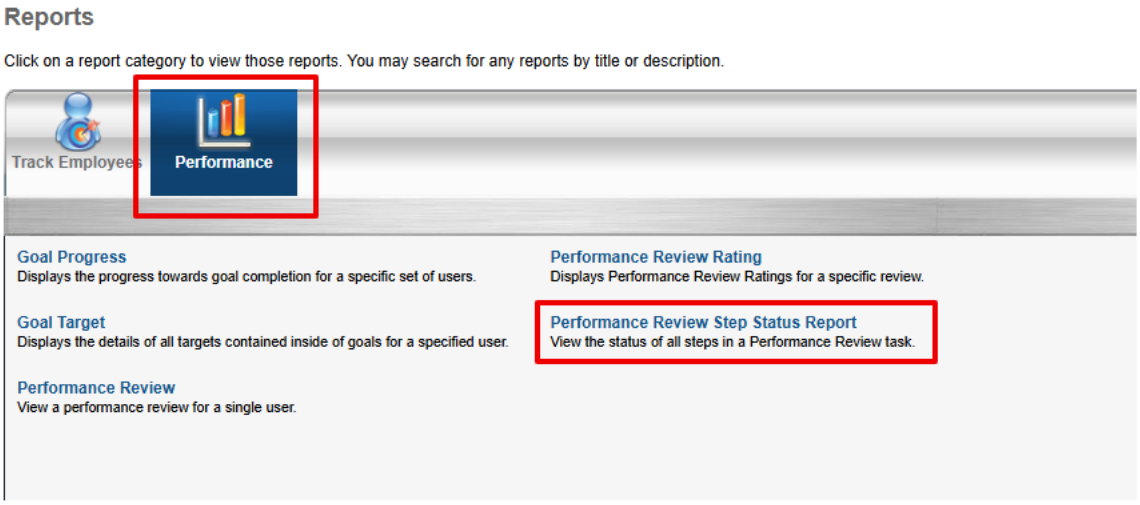
**STEP 1.** Sign in to your **MyPath** account at [mass.csod.com](mass.csod.com) (Login is your employee ID).

**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.

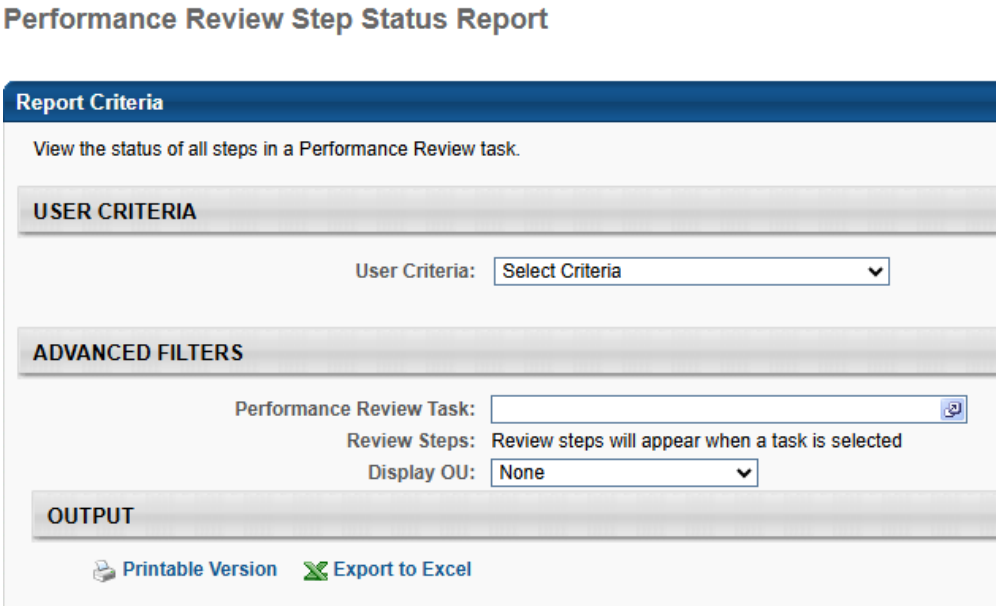
**STEP 3.** From the menu, select the **Reports** menu item, and then from that dropdown select the **Standard Reports** menu item.



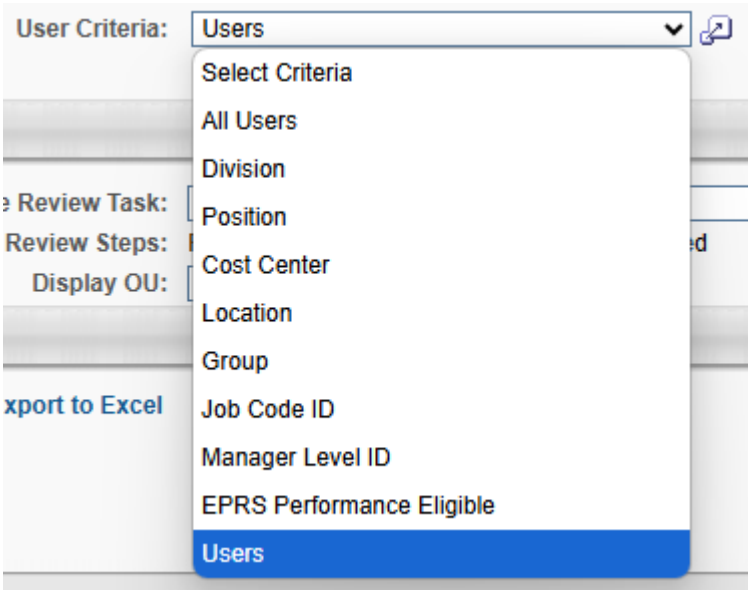

**STEP 4.** From the **Reports** screen, select the **Performance** icon to open your performance reports. Then, select the **Performance Review Step Status Report** link.




**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.




**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.

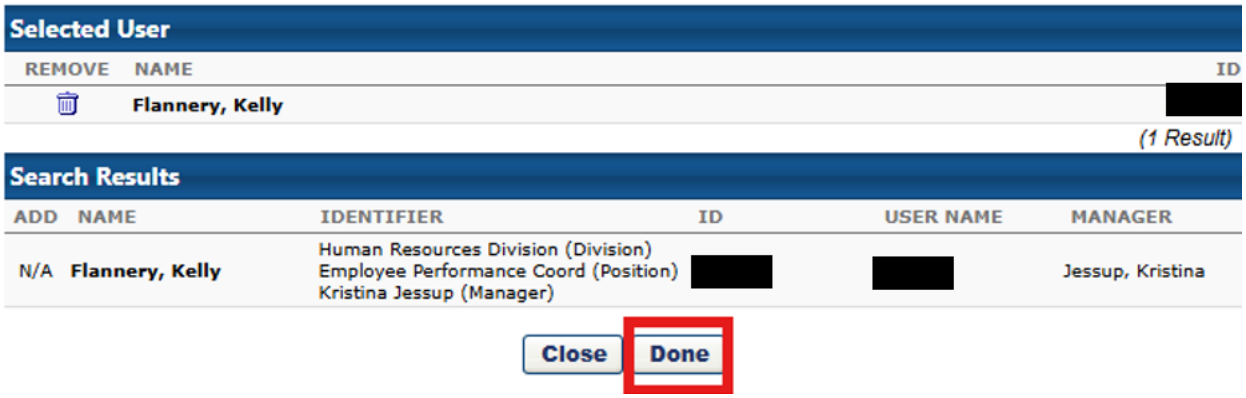



Select the **Icon Popup Search** link to the right of the dropdown menu. This will to open the Select User window in a new page.

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.

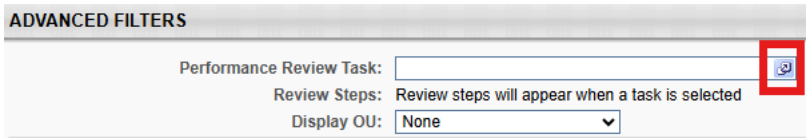
Under the Search Results section, select the **Add** button to add the employee to the report.

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




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

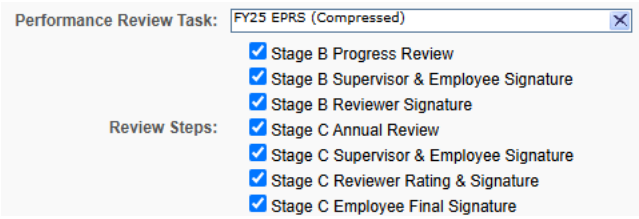
**STEP 7.** In the Advanced Filters section, select the **Icon Popup Search** link next to the Performance Review Task dropdown menu to expand the Search Tasks window.




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.

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




**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