

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.

Home	>
Learning	>
Performance	>
Reports	~
Standard Reports	

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 re	ports by title or description.
Track Employees Performance	
Goal Progress Displays the progress towards goal completion for a specific set of users.	Performance Review Rating Displays Performance Review Ratings for a specific review.
Goal Target Displays the details of all targets contained inside of goals for a specified user.	Performance Review Step Status Report View the status of all steps in a Performance Review task.
Performance Review View a performance review for a single user.	

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

View the status of all steps in a Performance Review t	task.	
USER CRITERIA		
User Criteria:	Select Criteria	
ADVANCED FILTERS		
Performance Review Task:		چ
Performance Review Task: Review Steps:	Review steps will appear when a task is selected	S.
Performance Review Task: Review Steps: Display OU:	Review steps will appear when a task is selected None	Ø

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:	Users	• @
	Select Criteria	
	All Users	
	Division	
Review Task:	Position	
Review Steps: Display OU:	Cost Center	be
biopiay our	Location	
	Group	
xport to Excel	Job Code ID	
	Manager Level ID	
	EPRS Performance Eligible	
	Users	

Select the **Icon Popup Search** link *C* 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: Manage	r's Last Name:
First Name:	User Name:	🔍 Search

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

Search Results				(
ADD NAME	IDENTIFIER	ID	USER NAME	MANAGER
Flannery, Kelly	Human Resources Division Employee Performance Coc Kristina Jessup (Manager)	(Division) ord (Position)		Jessup, Kristina

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

Sele	cted User				
REM	IOVE NAME				ID
t	🗍 👘 Flannery, Kel	lγ			
					(1 Result)
Sear	ch Results				
ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
N/A Flannery, Kelly Human Resources Division (Division) Employee Performance Coord (Position) Kristina Jessup (Manager)					Jessup, Kristina
		С	lose Done		

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

✓ Include Subordinates		Include Subordinates
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STEP 7. In the Advanced Filters section, select the **Icon Popup Search** link Advanced Filters section, select the **Icon Popup Search** link and the Search Tasks window.

ADVANCED FILTERS						
Performance Review Task:		Ø				
Review Steps:	Review steps will appear when a task is selected					
Display OU:	None 🗸					

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:	FY25 EPRS (Compressed)	×
	Stage B Progress Review	
	🗹 Stage B Supervisor & Employee Signature	
	Stage B Reviewer Signature	
Review Steps:	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