Employee Performance Review System

How to Write and Record EPRS Comments

Writing effective comments in EPRS involves being clear, specific, and constructive. The following steps guide a *supervisor* through creating resourceful comments during the performance review process. It also details how to enter goals within the performance review task.

*Please note that comments are **required** if a "Below" or "Exceeds/Excels" rating is assigned to a job duty or to an employee's overall performance rating at Stage B or C. Please ensure that comments reference specific instances where the employee performed at the designated rating level.*

How to Write Comments

1. **Be Specific:** Provide concrete examples of the employee's performance. Use specific projects, tasks, or incidents to illustrate the points.

   Positive Example:
   In the recent XYZ project, your role in coordinating the team and managing the timeline was exemplary. Specifically, your ability to streamline the communication process reduced the project duration by 10%.

   Constructive Example:
   During the ABC task, there were a few instances where critical deadlines were missed. For example, the deliverable due on February 15th was submitted ten days late, impacting the subsequent project phases.

2. **Focus on Achievements:** Highlight the employee's accomplishments and contributions. Mention specific goals or tasks achieved, projects completed successfully, or improvements made.

   Positive Example:
   Your engineering solutions have significantly improved our project outcomes this quarter. For example, the new drainage system design you implemented reduced flooding issues by 40%, greatly enhancing the project's effectiveness and safety. Your dedication and technical expertise have been major contributions to our success.

   Constructive Example:
   While you have successfully managed to complete your daily tasks, there is room for improvement in meeting the broader quarterly goals. For instance, completing the structural analysis reports on time would help ensure that our construction schedules are met and that all safety protocols are thoroughly reviewed.

3. **Be Balanced:** Ensure comments provide a balance between what the employee is doing well and areas where they can approve.

   Positive Example:
   You have consistently demonstrated strong work ethic and reliability on the construction site. Your attention to detail in following safety protocols and your ability to complete tasks efficiently have been commendable. For instance, your precise measurements during the foundation laying process ensured a solid start for the building project. However, there are areas where improvement is needed. Specifically, enhancing your communication skills with team members could help prevent misunderstandings and

ensure smoother project coordination. By actively engaging in team meetings and clarifying instructions, when necessary, you can further contribute to the project's success.

Constructive Example:
Your analytical skills are a strong asset to our team, as seen in your detailed financial reports. However, improving your public speaking skills would enhance your presentations and make your insights more impactful during meetings.

4. **Be Constructive:** Offer clear, actionable suggestions for improvement. Use a supportive and encouraging tone.

   Positive Example:
   You have a knack for identifying and solving problems quickly. To further enhance this skill, consider documenting your problem-solving processes to help streamline and replicate successful strategies across other projects.

   Constructive Example:
   While your reports are thorough, they can sometimes be overly detailed, making it hard for interested parties to extract key points quickly. Focusing on summarizing the main findings at the beginning of your reports could improve clarity and accessibility.

5. **Be Objective:** Base comments on observed behavior and factual evidence and ensure feedback is fair and free from personal bias.

   Positive Example:
   Your punctuality and consistency in meeting deadlines have been outstanding this quarter. For example, you completed all patient chart updates ahead of schedule, ensuring timely and accurate information was available for the medical team.

   Constructive Example:
   There were instances of missed deadlines in the last two months, specifically with the submission of patient care plans, which were delayed by three days. Addressing this by setting more realistic timelines and prioritizing tasks could improve your overall performance and ensure timely care for our patients.

6. **Use Professional Language:** Use respectful and professional language, even when providing critical feedback. Ensure comments are clear and easy to understand.

   Positive Example:
   Your innovative approach and dedication to your role have greatly contributed to the success of our latest project. Your leadership in organizing the team and ensuring all aspects were covered is highly commendable.

   Constructive Example:
   While your enthusiasm for your work is appreciated, there have been occasions where project meetings became disorganized due to a lack of clear agendas. Implementing structured meeting protocols could lead to more productive discussions and better outcomes.

7. **Focus on the Current Fiscal Year:** Ensure comments are relevant to the current fiscal year. Reference only the behavior, actions, and achievements from this period, as they are the basis for the performance evaluation rating. Thei approach maintains accuracy and relevance in the review process.

How to Record Comments in MyPath*

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

Step 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen. Select the applicable EPRS review link.

Step 3. Select the **Employee's Name** button on the left-hand panel to navigate to the employee of interest.

Step 4. Complete any performance review tasks as needed until you reach the Job Duty or Summary Rating Page of interest.

Step 5. In the **Comment** text box, enter any applicable comments.

Note: Comments will not be visible to the employee until you sign and submit the form. If you select the save for later button, you can return to these comments at another time.

Step 6. Click the **Save for Later** button at the bottom of the screen to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to progress through the remainder of the review as needed.

* The majority of Commonwealth employees participate in EPRS via MyPath. However, there are some groups of employees who will continue to utilize the Word or PDF version of the form. If you belong to one of these groups, please enter your comments on the paper or PDF version where indicated.