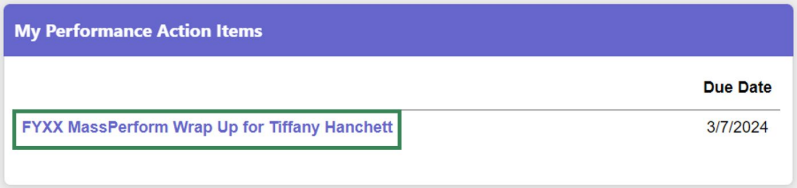
MyPath MassPerform

Employee: Complete Your Wrap Up Performance Reflection

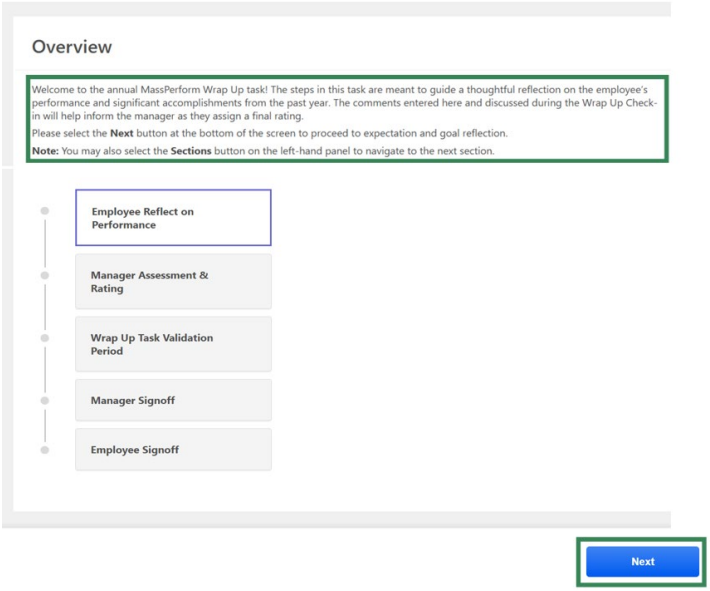
The following steps guide you through the process of completing your year-end Performance Reflection step *prior* to your Wrap Up Check-in meeting with your manager. For detailed video instructions, please watch the 3-minute video demonstration here.

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

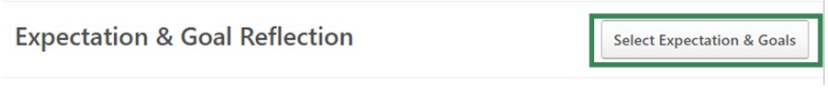
STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Wrap Up for [Your Name]** link.



STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then select the **Next** button at the bottom of the screen to proceed.

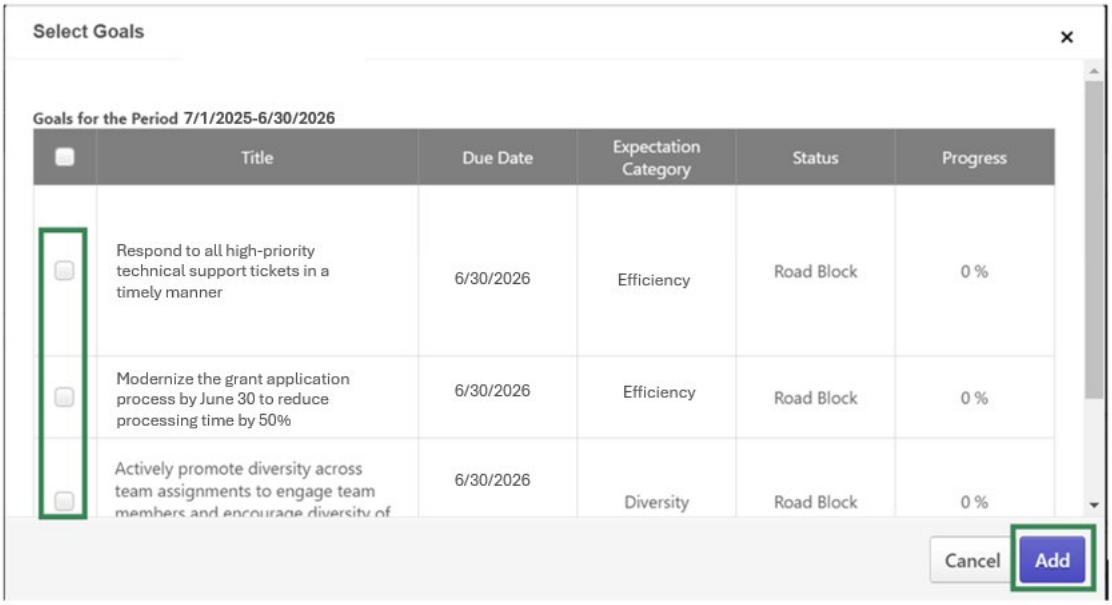


STEP 4. Next, on the **Expectation & Goal Reflection** screen, review the on-screen instructions, and then click the **Select Expectations & Goals** button above the instructions to pull in this year's expectations and goals.



Please note: If the **Select Expectations & Goals** button does not allow you to click it (grayed out), this means there are incomplete Kickoff steps. Please ensure all Kickoff action items are complete between you and your manager before proceeding.

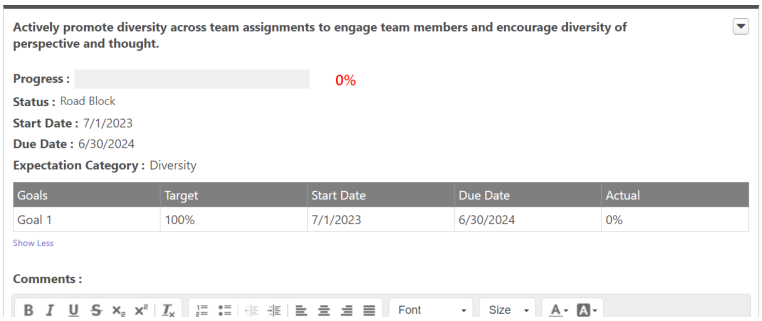
STEP 5. On the **Select Goals** pop-up window, click the checkbox within the table next to each expectation you'd like to be assessed by your manager during Wrap Up. Then, click the **Add** button at the bottom of the pop-up box when finished. You will be redirected back to the **Expectation & Goal Reflection** screen where all selected expectations and corresponding goals will display. Each expectation and corresponding goal(s) will have its own section on the page.



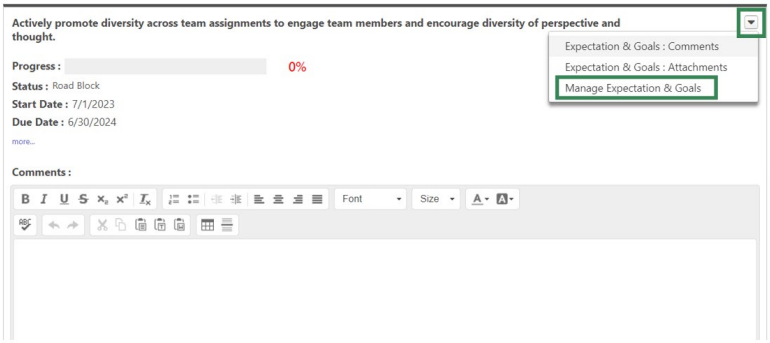
STEP 6. Within each section, click the **more. . .** button (below **Due Date**) to display a table above the comments that reveal the goals for that expectation.



Double-check that the goals you entered for each expectation are accurately displayed within each expectation after clicking the **more…** button.

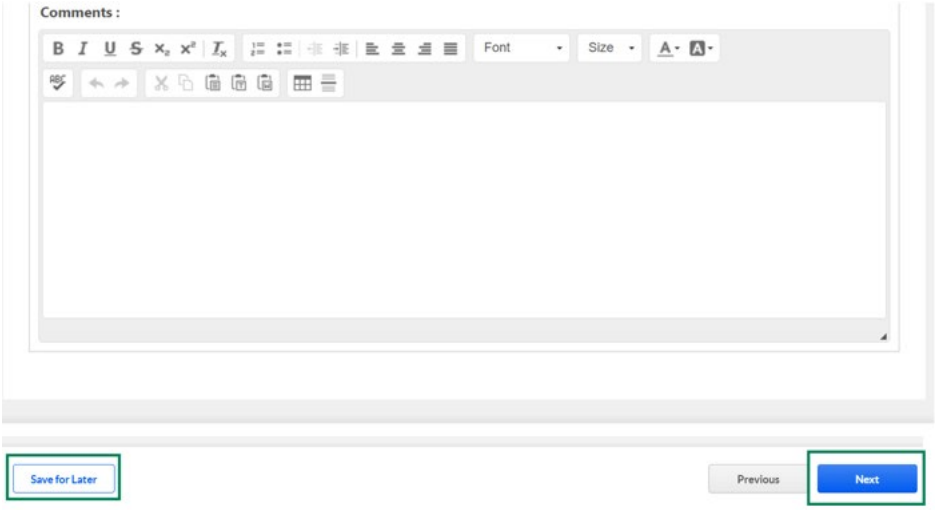


STEP 7. Within each section, click the **More Options** menu button (down arrow) and select the **Manage Expectation & Goals** button to update your progress. Please review the MassPerform Job Aid: How to Update Expectations & Goals in Wrap Up for more information.



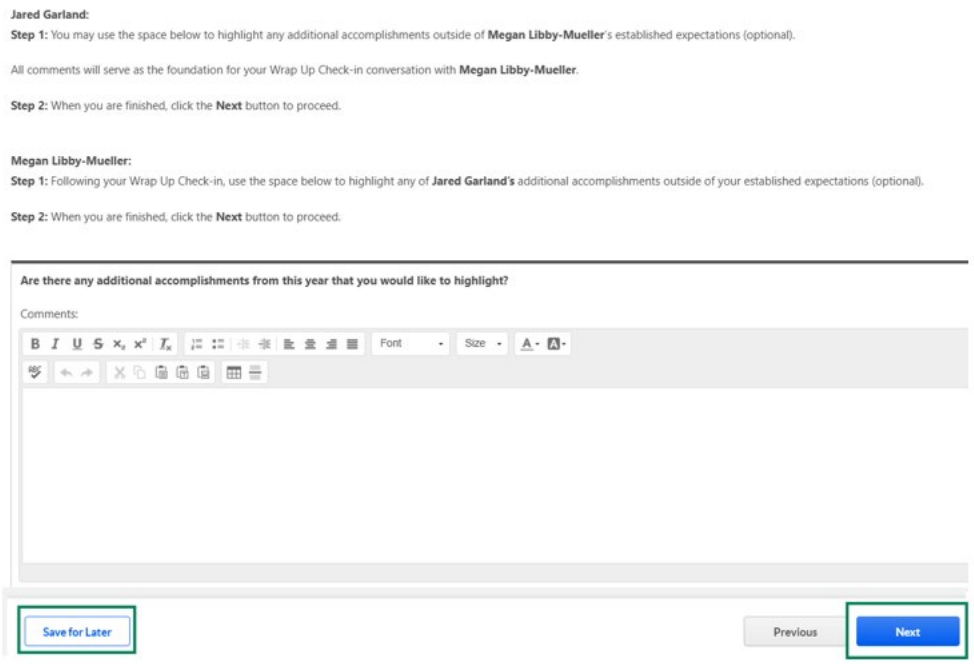
STEP 8. Use the **Comments** section within each expectation to highlight your accomplishments and business impacts as they relate to each expectation. When done entering comments under each corresponding expectation, click the **Next** button at the bottom of the screen to save your comments, advance to the next screen, and continue with the Performance Reflection process.

Please note: If you need to pause the process and resume at a later time, click the **Save for Later** button at the bottom of the screen to save your comments *without* advancing.

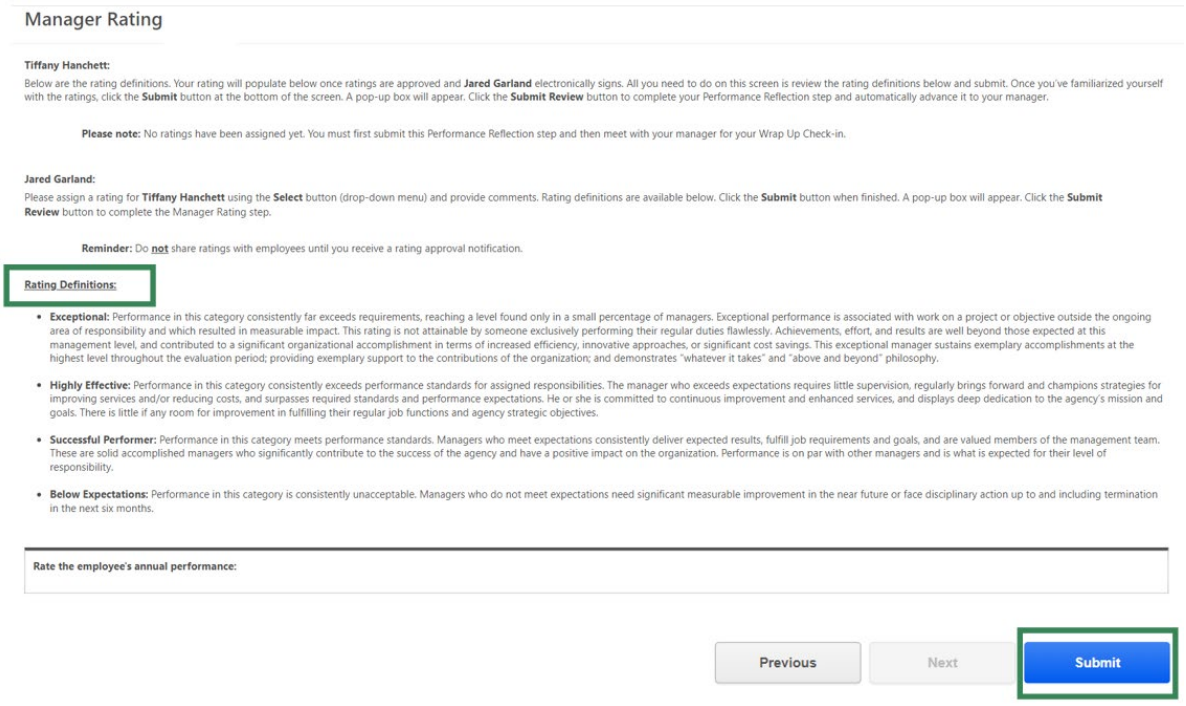


STEP 9. If you choose to proceed with the Performance Reflection process, the **Other Accomplishments** screen will open. Use the **Comments** field to enter any additional accomplishments outside of your established expectations (optional). When done entering your additional accomplishments, click the **Next** button to proceed to the **Manager Rating** screen.

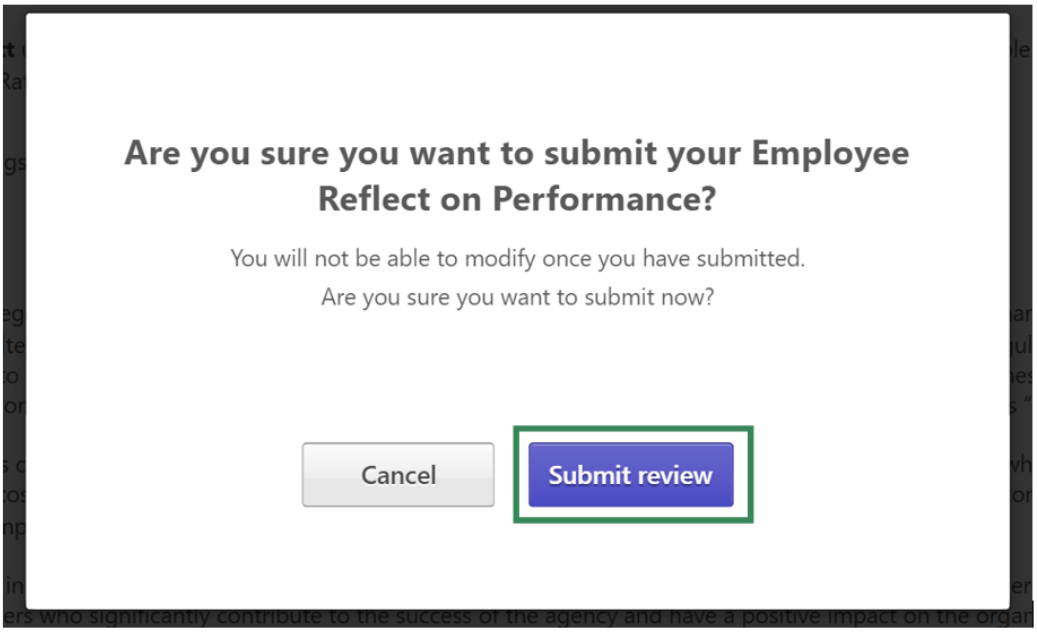
Please note: If you need to pause the process and resume at a later time, click the **Save for Later** button at the bottom of the screen to save your comments *without* advancing.



STEP 10. If you choose to proceed with the Performance Reflection process, the **Manager Rating** screen will open. Read the **Rating Definitions** and then click the **Submit** button at the bottom of the screen.



STEP 11. The **Submit Review** pop-up box will appear. Click the **Submit Review** button *again* to complete your Performance Reflection step. After you submit the form, it will automatically advance it to your manager.



Please note: No ratings have been assigned yet. You must first submit this Performance Reflection step and then your manager will schedule a Wrap Up Check-in meeting with you. Ratings will be released in early July.