

## 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.

My Performance Action Items	
	Due Date
FYXX MassPerform Wrap Up for Tiffany Hanchett	3/7/2024

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.

Note: You may also select the Sections button on the left-hand panel to navigate between sections.

	Over	rview
	Welcom perform in will h Please s <b>Note:</b> Ye	e to the annual MassPerform Wrap Up task! The steps in this task are meant to guide a thoughtful reflection on the employee's lance and significant accomplishments from the past year. The comments entered here and discussed during the Wrap Up Chee elp inform the manager as they assign a final rating. select the <b>Next</b> button at the bottom of the screen to proceed to expectation and goal reflection. Uo may also select the <b>Sections</b> button on the left-hand panel to navigate to the next section.
MPLOYEE REFLECT ON ERFORMANCE		Employee Reflect on Performance
3 section(s)		Manager Assessment & Rating
ECTIONS	>	Wrap Up Task Validation Period
		Manager Signoff
	-	Employee Signoff
		Ne

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.

Expectation & Goal Reflection	Select Expectation & 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.

als fo	r the Period 7/6/2023 - 6/30/2024				
		Due Date	Expectation Category	Status	Progress
	All executive branch bargaining unit employees will have access to an electronic employee performance review system (EPRS) by 7/08/24 fully supported by clear and actionable communications.	6/30/2024	Agency / Secretariat Strategic Objective	Road Block	0 %
	Manage C&C Communications and Marketing	6/30/2024	Customer Relations	Road Block	0 %
	Actively promote diversity across team assignments to engage team	6/30/2024	Diversity	Road Block	0 %

**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.

Due D	ate: 6/30/2024
more	

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

Actively promote divers perspective and though	ity across team assignmei t.	nts to engage team memb	eers and encourage divers	ity of
Progress :		0%		
Status : Road Block				
Start Date : 7/1/2023				
Due Date : 6/30/2024				
Expectation Category :	Diversity			
Goals	Target	Start Date	Due Date	Actual
Goal 1	100%	7/1/2023	6/30/2024	0%
Show Less				
Comments : B I U S X <sub>2</sub> x <sup>2</sup>	<b>I</b> <sub>x</sub> <b>I</b> <sub>2</sub> <b>: : : : : : : : : :</b>	는 코 코 🔳 📕 Font	• Size • <u>A</u> • A•	

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 <u>MassPerform Job Aid: How</u> to Update Expectations & Goals in Wrap Up for more information.

A A FAST I	0%/		Expectation & Goals . Comments
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ue Date : 6/30/2024			
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**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.

Additionally, do not hit the **Submit** button until you've advanced through all the screens.



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.

Additionally, do not hit the **Submit** button until you've advanced through all the screens.

Observations of the part of part of part of part of the part o				
If any use the space below to highlight any additional accomplishments outside of Jared Garland's established expectations (optional). Al comments will serve as the foundation for your Wap Up Check-in conversation with Jared Garland's. Hollowing your Wrap Up Check-in, use the space below to highlight any of Tiffany Hanchett's additional accomplishments outside of your established expectations (optional). Converse finished, click the Next button to proceed to the Manager Rating step. In the space and didional accomplishments from this year that you would like to highlight? Converse: Display the space below to my additional accomplishments. Go mel	Other Accomplishments			
Jard Garland:            • Following your Wrap Up Check-in, use the space below to highlight any of Tiffany Hanchett's additional accomplishments outside of your established expectations (optional).            • When you are finished, click the Next button to proceed to the Manager Rating step.             Are there any additional accomplishments from this year that you would like to highlight?             Comments:             B I U S *, * * I, # ###########################	iffany Hanchett: • You may use the space below to highlight any additional accomplishments outside of Jared Garland's establishe • All comments will serve as the foundation for your Wrap Up Check-in conversation with Jared Garland. • When you are finished, click the Next button to review the MassPerform rating definitions.	ed expectations (optional)	l.	
Are there any additional accomplishments from this year that you would like to highlight?         Comments:         B I U S x, x* I, ;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	<ul> <li>ared Garland:</li> <li>Following your Wrap Up Check-in, use the space below to highlight any of Tiffany Hanchett's additional accom</li> <li>When you are finished, click the Next button to proceed to the Manager Rating step.</li> </ul>	plishments outside of you	ur established expectation	s (optional).
B I U S x, x <sup>i</sup> I <sub>x</sub> III III III III III IIII IIII IIII	Are there any additional accomplishments from this year that you would like to highlight? Comments:			
This is where I will brag about my additional accomplishments. Go mel	B I U S × <sub>z</sub> × <sup>z</sup> I <sub>x</sub> II II II II II E E E E E E Font · Size · A· O. IV ← → X ∩ C C C C E E E			
	This is where I will brag about my additional accomplishments. Go mel			
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Save for Later Previous Next Su mit	Save for Later	Previous	Next	Su mit

**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.

anager Rating	
any Hanchett:	
w are the rating definitions. Your rating will populate below once ratings are approved and Jared Garland electronically signs. All you need the ratings, click the Submit button at the bottom of the screen. A pop-up box will appear. Click the Submit Review button to complete y	d to do on this screen is review the rating definitions below and submit. Once you've familiarized yourse your Performance Reflection step and automatically advance it to your manager.
Please note: No ratings have been assigned yet. You must first submit this Performance Reflection step and then meet with your m	nanager for your Wrap Up Check-in.
d Garland:	
se assign a rating for Tiffany Hanchett using the Select button (drop-down menu) and provide comments. Rating definitions are available lew button to complete the Manager Rating step.	e below. Click the <b>Submit</b> button when finished. A pop-up box will appear. Click the <b>Submit</b>
Reminder: Do not share ratings with employees until you receive a rating approval notification.	
ng Definitions:	
Exceptional: Performance in this category consistently far exceeds requirements, reaching a level found only in a small percentage of mar area of responsibility and which resulted in measurable impact. This rating is not attainable by someone exclusively performing their require management level, and contributed to a significant or organizational accomplishment in terms of increased efficiency, innovative approache highest level throughout the evaluation period; providing exemplary support to the contributions of the organization; and demonstrates '	nagers. Exceptional performance is associated with work on a project or objective outside the ongoing lar duries flawlessly. Achievements, effort, and results are well beyond those expected at this s, or significant ord stwings. This exceptional manager sustains exemplary accomplishments at the "whatever it takes" and "above and beyond" philosophy.
Highly Effective: Performance in this category consistently exceeds performance standards for assigned responsibilities. The manager wh improving services and/or reducing costs, and surpasses required standards and performance expectations. Here of the is committed to cor goals. There is little if any room for improvement in fulfiling their regulary lob functions and agency strategic objectives.	no exceeds expectations requires little supervision, regularly brings forward and champions strategies fo ntinuous improvement and enhanced services, and displays deep dedication to the agency's mission an
Successful Performer: Performance in this category meets performance standards. Managers who meet expectations consistently deliver These are solid accomplished managers who significantly contribute to the success of the agency and have a positive impact on the organ responsibility.	r expected results, fulfill job requirements and goals, and are valued members of the management team nization. Performance is on par with other managers and is what is expected for their level of
Below Expectations: Performance in this category is consistently unacceptable. Managers who do not meet expectations need significant in the next six months.	t measurable improvement in the near future or face disciplinary action up to and including termination

**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.

Are you sure yo	ou want to	o submit your	Employee
Ref	lect on Po	erformance?	
You will not b	e able to modi	fy once you have subr	nitted.
Are y	/ou sure you w	ant to submit now?	
	Cancel	Submit review	]

**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.