

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.

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
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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.

	Title	Due Date	Expectation Category	Status	Progress
<input type="checkbox"/>	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 %
<input type="checkbox"/>	Manage C&C Communications and Marketing	6/30/2024	Customer Relations	Road Block	0 %
<input type="checkbox"/>	Actively promote diversity across team assignments to engage team members and encourage diversity of	6/30/2024	Diversity	Road Block	0 %

Cancel Add

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 Date : 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 diversity across team assignments to engage team members and encourage diversity of perspective and thought.

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 :

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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.

Actively promote diversity across team assignments to engage team members and encourage diversity of perspective and thought.

Progress : 0%

Status : Road Block

Start Date : 7/1/2023

Due Date : 6/30/2024

more...

Comments :

Expectation & Goals : Comments

Expectation & Goals : Attachments

Manage Expectation & Goals

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.

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. *Remember to return to the form once you are ready to submit.*

You will not see the **Submit** button until you've advanced through all the screens.

Comments :

Save for Later

Previous

Next

Submit

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.

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. *Remember to return to the form once you are ready to submit.* You will not see the **Submit** button until you've advanced through all the screens.

Other Accomplishments

Tiffany Hanchett:

- You may use the space below to highlight any additional accomplishments outside of **Jared Garland's** established expectations (optional).
- 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.

Jared 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:

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This is where I will brag about my additional accomplishments. Go me!

Save for Later

Previous

Next

Submit

STEP 10. After submitting 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.

Manager Rating

Tiffany Hanchett:

Below are the rating definitions. Your rating will populate below once ratings are approved and **Jared Garland** electronically signs. All you need to do on this screen is review the rating definitions below and submit. Once you've familiarized yourself with 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 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 manager for your Wrap Up Check-in.

Jared Garland:

Please assign a rating for **Tiffany Hanchett** using the **Select** button (drop-down menu) and provide comments. Rating definitions are available below. Click the **Submit** button when finished. A pop-up box will appear. Click the **Submit Review** button to complete the Manager Rating step.

Reminder: Do not share ratings with employees until you receive a rating approval notification.

Rating Definitions:

- Exceptional:** Performance in this category consistently far exceeds requirements, reaching a level found only in a small percentage of managers. Exceptional performance is associated with work on a project or objective outside the ongoing area of responsibility and which resulted in measurable impact. This rating is not attainable by someone exclusively performing their regular duties flawlessly. Achievements, effort, and results are well beyond those expected at this management level and contributed to a significant organizational accomplishment in terms of increased efficiency, innovative approaches, or significant cost savings. This exceptional manager sustains exemplary accomplishments at the highest level throughout the evaluation period; providing exemplary support to the contributions of the organization; and demonstrates "whatever it takes" and "above and beyond" philosophy.
- Highly Effective:** Performance in this category consistently exceeds performance standards for assigned responsibilities. The manager who exceeds expectations requires little supervision, regularly brings forward and champions strategies for improving services and/or reducing costs, and surpasses required standards and performance expectations. He or she is committed to continuous improvement and enhanced services, and displays deep dedication to the agency's mission and goals. There is little if any room for improvement in fulfilling their regular job functions and agency strategic objectives.
- Successful Performer:** Performance in this category meets performance standards. Managers who meet expectations consistently deliver expected results, fulfill job requirements and goals, and are valued members of the management team. These are solid accomplished managers who significantly contribute to the success of the agency and have a positive impact on the organization. Performance is on par with other managers and is what is expected for their level of responsibility.
- Below Expectations:** Performance in this category is consistently unacceptable. Managers who do not meet expectations need significant measurable improvement in the near future or face disciplinary action up to and including termination in the next six months.

Rate the employee's annual performance:

Previous

Next

Submit

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 you want to submit your Employee Reflect on Performance?

You will not be able to modify once you have submitted.
Are you sure you want to submit now?

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.