

## **Employee: Complete Your Wrap Up Performance Reflection**

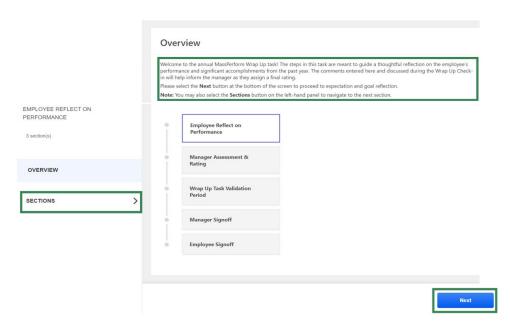
The following steps guide you through the process of completing your year-end Performance Reflection step **prior** to your Wrap Up Check-in meeting with your manager. For detailed video instructions, please watch the 3-minute video demonstration here.

- 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.

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



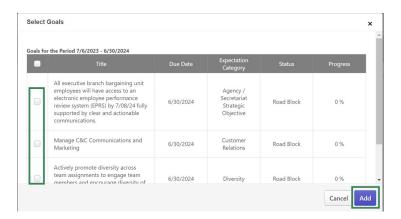
**STEP 4.** Next, on the **Expectation & Goal Reflection** screen, review the on-screen instructions, and then click the **Select Expectations & Goals** button above the instructions to pull in this year's expectations and goals.

Expectation & Goal Reflection

Select Expectation & Goals

**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.

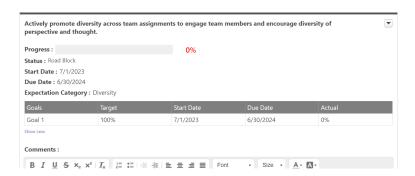
STEP 5. On the Select Goals pop-up window, click the checkbox within the table next to each expectation you'd like to be assessed by your manager during Wrap Up. Then, click the Add button at the bottom of the pop-up box when finished. You will be redirected back to the Expectation & Goal Reflection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



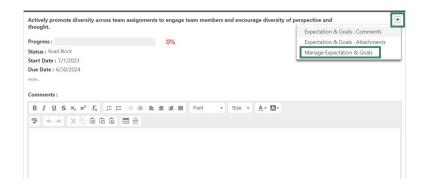
**STEP 6.** Within each section, click the **more...** button (below **Due Date**) to display a table above the comments that reveal the goals for that expectation.

**Due Date :** 6/30/2024

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



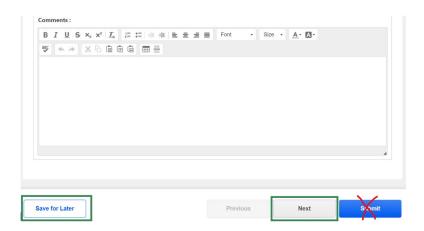
STEP 7. Within each section, click the **More Options** menu button (down arrow) and select the **Manage Expectation & Goals** button to update your progress. Please review the <u>MassPerform Job Aid: How to Update Expectations & Goals in Wrap Up</u> for more information.



**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.

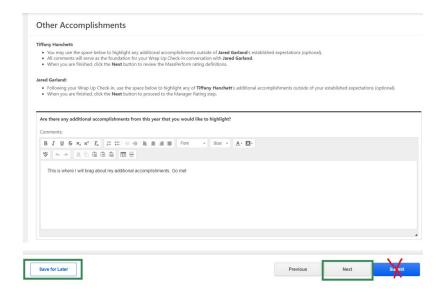
**Note:** If you need to pause the process and resume at a later time, click the **Save for Later** button at the bottom of the screen to save your comments *without* advancing. *Remember to return to the form once you are ready to submit.* 

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

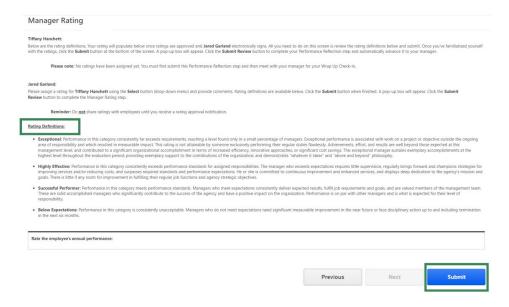


**STEP 9.** If you choose to proceed with the Performance Reflection process, the **Other Accomplishments** screen will open. Use the **Comments** field to enter any additional accomplishments outside of your established expectations (optional). When done entering your additional accomplishments, click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

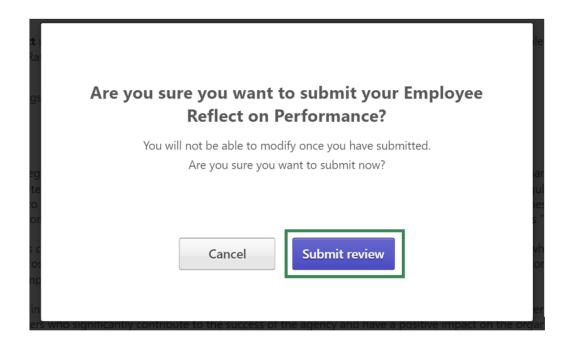
**Note:** If you need to pause the process and resume at a later time, click the **Save for Later** button at the bottom of the screen to save your comments *without* advancing. *Remember to return to the form once you are ready to submit*. You will not see the **Submit** button until you've advanced through all the screens.



**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.



**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.



**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.