

## Manager: Complete the Wrap Up Assessment and Rating

The following steps guide **managers** through the process to complete the annual performance review and rating step in MyPath after you have conducted your Wrap Up Check-in meeting with your employee(s). For detailed video instructions, please watch the 2-minute [video demonstration here](#).

**STEP 1.** Sign in to your **MyPath** account at [mass.csod.com](https://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 Team** link.

My Performance Action Items	
	Due Date
<a href="#">FYXX MassPerform Wrap Up for Jared Garland</a>	3/7/2024
<a href="#">FYXX MassPerform Wrap Up for Your Team</a>	3/10/2024

**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 **Employee's Name** button on the left-hand panel to navigate between sections.

MANAGER ASSESSMENT & RATING

FILTER

Search by Name

2 review(s) found

OVERVIEW

KR KRISTINA JESSUP 3/10/2024

TI TIFFANY HANCHETT 3/10/2024

Overview

Welcome to the annual MassPerform Wrap Up task! The steps in this task are meant to guide a thoughtful reflection on the employee's performance and significant accomplishments from the past year. The comments entered here and discussed during the Wrap Up Check-in will help inform the manager as they assign a final rating. Please select the **Next** button at the bottom of the screen to proceed to expectation and goal reflection. **Note:** You may also select the **Sections** button on the left-hand panel to navigate to the next section.

Review Overview

Employee Reflect on Performance

Manager Assessment & Rating

Wrap Up Task Validation Period

Manager Signoff

Employee Signoff

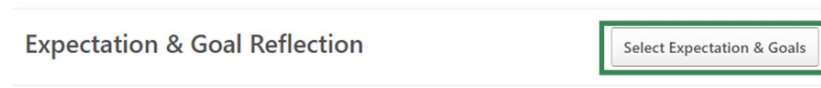
Next

**STEP 4.** Next, on the **Expectation & Goal Reflection** screen, review the on-screen instructions and then click the **more...** button (below **Due Date**) for each expectation to review the associated goals.

Due Date : 6/30/2024

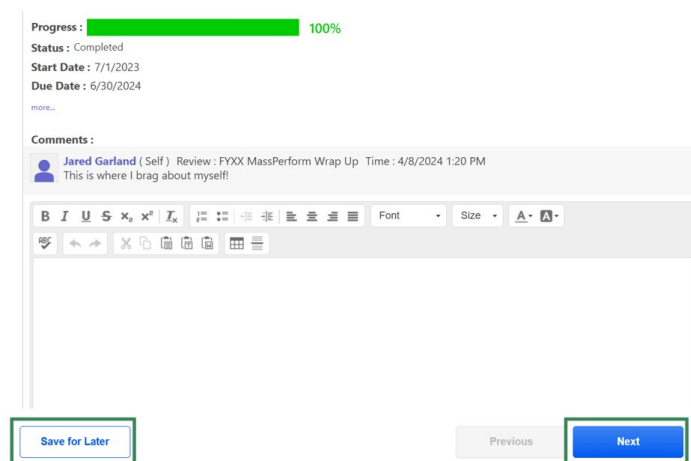
[more...](#)

**STEP 5.** When necessary, click the **Select Expectation & Goals** button above the instructions to pull in additional expectations that the employee may have missed.



**STEP 6.** In the **Comments** section, review the employee's comments and then use the comments box to provide feedback about the employee's performance, specifically related to that 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 Manager Assessment & Rating 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.*



**STEP 7.** If you choose to proceed with the Manager Assessment & Rating process, the **Other Accomplishments** screen will open. Review any comments provided by the employee and use the **Comments** section to highlight any additional accomplishments outside of the established expectations (optional). When finished, click the **Next** button at the bottom of the screen 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.*

**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 MasPerform 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:

Tiffany Hanchett ( Self ) Review: FY00 MasPerform Wrap Up Time: 4/1/2024 10:59 AM  
This is where I will brag about my additional accomplishments. Go me!

**Save for Later** **Previous** **Next**

**STEP 8.** On the **Manager Rating** screen, begin by reading the **Rating Definitions**. Then scroll to the bottom of the screen to select a rating using the **Select** button (drop-down menu) and provide comments.

Rate the employee's annual performance:

Select

If there are any additional comments you would like to add, please enter them here:

**Save for Later** **Previous** **Next**

Rate the employee's annual performance:

Select

- Select
- Below Expectations
- Successful Performer
- Highly Effective
- Exceptional

**STEP 9.** Click the **Submit** button at the bottom of the screen after you've selected a rating and provided comments.

Rate the employee's annual performance:

Successful Performer...

If there are any additional comments you would like to add, please enter them here:

This is where I type in any comments pertaining to the rating I am giving this employee!

**Save for Later** **Previous** **Next** **Submit**

**STEP 10.** The **Submit Review** pop-up box will open. Click the **Submit** button again to complete the Manager Rating step.

CONFIRMATION

Are you sure you want to submit review for Tiffany Hanchett?

You will not be able to modify once you have submitted.

Are you sure you want to submit now?

Cancel

Submit review