

Manager: Complete the Wrap Up Assessment and Rating

The following steps guide you 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 (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		
FYXX MassPerform Wrap Up for Jared Garland	3/7/2024		
FYXX MassPerform Wrap Up for Your Team	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	Overview
Search by Name 2/review(s) found	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 pane to navigate to the next section. Review Overview
KRISTINA JESSUP	Employee Reflect on Performance
TI TIFFANY HANCHETT	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.



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

Expectation & Goal Reflection	Select Expectation & Goals

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.

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.

Progress :	100%
Status : Completed	
Start Date : 7/1/2023	
Due Date : 6/30/2024	
nore	
Comments :	
Jared Garland (Self) Review : FYXX Mass This is where I brag about myself!	Perform Wrap Up Time : 4/8/2024 1:20 PM
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Save for Later	Previous Next

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.

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.

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 Gatandi Foliosing your Wrug Up Check-In, use the space below to highlight any of Tiffany Hanchett's additional accomplishments outside of your established memorations (policinal) 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: Comments: This where I vill brag about my additional accomplishments. Go me!
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Seve for Latter 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:	Rate the employee's annual performance:
Select If there are any additional comments you would like to add, please enter them here: B I U S * x * I 和 正 正 律 推 座 主 重 下 ont ・ Size ・ ▲・ △・ 学 ◆ → ※ ④ 面 面 面 面 面 面	Select * Select

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

Successful Perfor 👻		
If there are any additional comments you would like to add, please enter them here:		
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This is where I type in any comments pertaining to the rating I am giving this emplo	yee!	
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STEP 10. The Submit Review pop-up box will open. Click the Submit button again to complete the Manager Rating step.

