

## Manager: Complete the Wrap Up Assessment and Rating

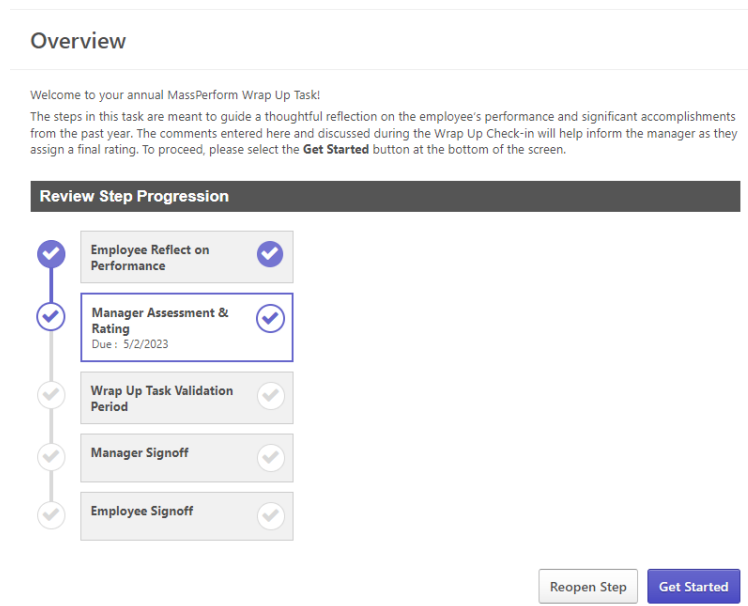
The following steps guide you through the process to complete the annual performance review and rating step in MyPath **after** you have conducted your Wrap Up Check-in meeting with your employee(s).

**STEP 1.** Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID)

**STEP 2.** On the homepage, look for **My Action Items** over on the right side and click the **FYXX MassPerform Wrap Up** link for your employee(s).



**STEP 3.** You'll be brought to the **Overview** page. Review the on-screen instructions and select **Get Started** at the bottom of the screen to proceed.

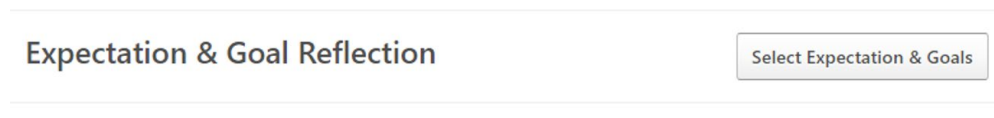


**STEP 4.** On the **Expectation & Goal Reflection** screen, review the instructions and click the **more...** button (below **Due Date**) for each expectation to review the associated goals.

**Due Date :** 6/30/2023

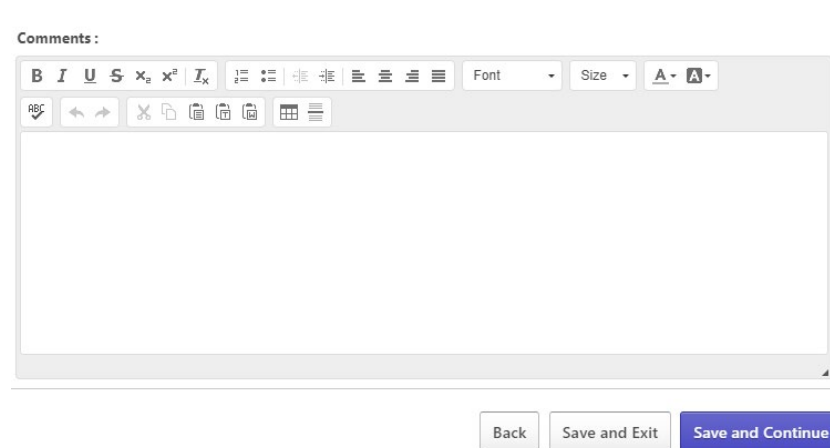
[more...](#)

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

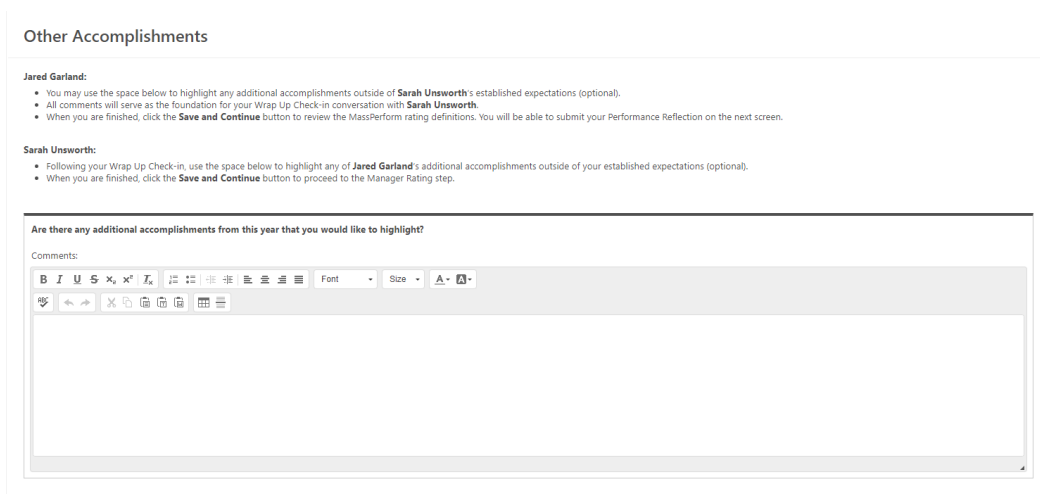


**STEP 6.** In the **Comments** section, review the employee's comments and then use the comments box to provide feedback about the employee's performance, specifically related to that expectation. When done entering comments under each corresponding expectation, click the **Save and Continue** button 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 and Exit** button at the bottom of the screen to save your comments *without* advancing.



**STEP 7.** If you clicked the **Save and Continue** button, 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 **Save and Continue** button at the bottom of the screen to proceed to the **Manager Rating** step.



**STEP 8.** On the **Manager Rating** page, begin by reviewing 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.

**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:

Select ▼

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

**B I U S x<sup>2</sup> x<sup>3</sup> I<sub>x</sub> 1/2 1/3 1/4 1/5 1/6 1/7 1/8 1/9 1/10 1/11 1/12 1/13 1/14 1/15 1/16 1/17 1/18 1/19 1/20 1/21 1/22 1/23 1/24 1/25 1/26 1/27 1/28 1/29 1/30 1/31 1/32 1/33 1/34 1/35 1/36 1/37 1/38 1/39 1/40 1/41 1/42 1/43 1/44 1/45 1/46 1/47 1/48 1/49 1/50 1/51 1/52 1/53 1/54 1/55 1/56 1/57 1/58 1/59 1/60 1/61 1/62 1/63 1/64 1/65 1/66 1/67 1/68 1/69 1/70 1/71 1/72 1/73 1/74 1/75 1/76 1/77 1/78 1/79 1/80 1/81 1/82 1/83 1/84 1/85 1/86 1/87 1/88 1/89 1/90 1/91 1/92 1/93 1/94 1/95 1/96 1/97 1/98 1/99 1/100 1/101 1/102 1/103 1/104 1/105 1/106 1/107 1/108 1/109 1/110 1/111 1/112 1/113 1/114 1/115 1/116 1/117 1/118 1/119 1/120 1/121 1/122 1/123 1/124 1/125 1/126 1/127 1/128 1/129 1/130 1/131 1/132 1/133 1/134 1/135 1/136 1/137 1/138 1/139 1/140 1/141 1/142 1/143 1/144 1/145 1/146 1/147 1/148 1/149 1/150 1/151 1/152 1/153 1/154 1/155 1/156 1/157 1/158 1/159 1/160 1/161 1/162 1/163 1/164 1/165 1/166 1/167 1/168 1/169 1/170 1/171 1/172 1/173 1/174 1/175 1/176 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