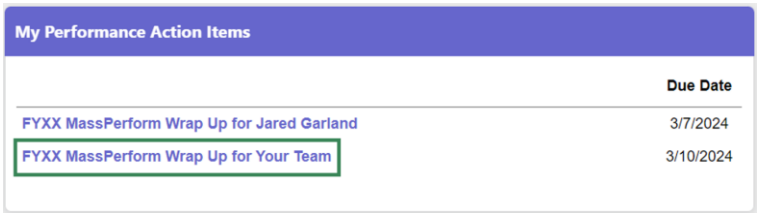
MyPath MassPerform

Manager: Complete the Wrap Up Assessment and Rating

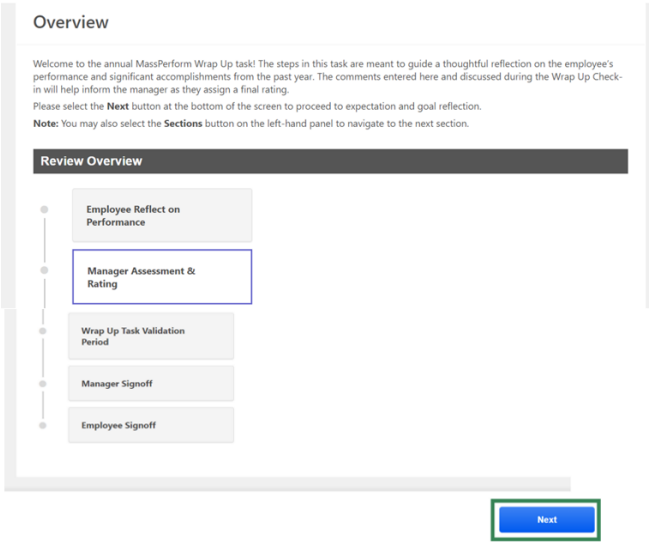
The following steps guide you through the process to complete the annual performance review and rating step in MyPath ***after*** you have conducted your Wrap Up Check-in meeting with your employee(s). For detailed video instructions, please watch the 2-minute video demonstration here.

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

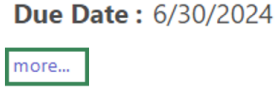
STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Wrap Up for Your Team** link.



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.

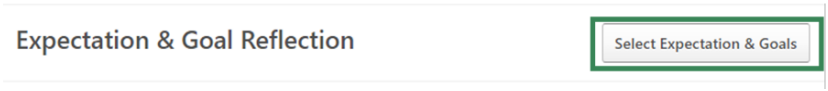


STEP 4. Next, on the **Expectation & Goal Reflection** screen, review the on-screen instructions and then click the **more…** button (below **Due Date**) for each expectation to review the associated goals.



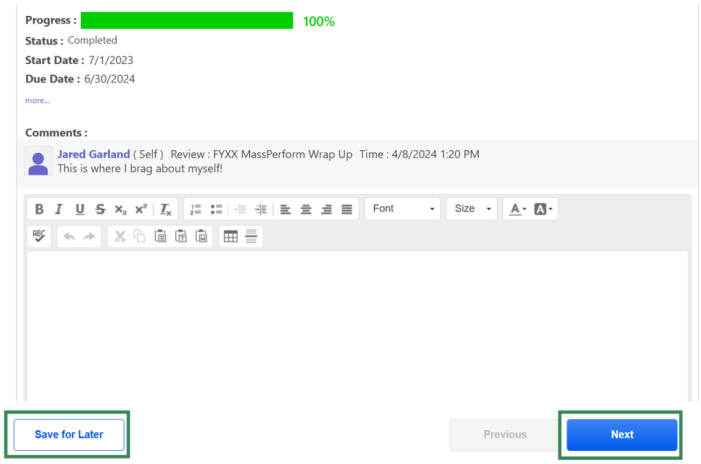
STEP 5. When necessary, click the **Select Expectation & Goals** button above the instructions to pull in

additional expectations that the employee may have missed.



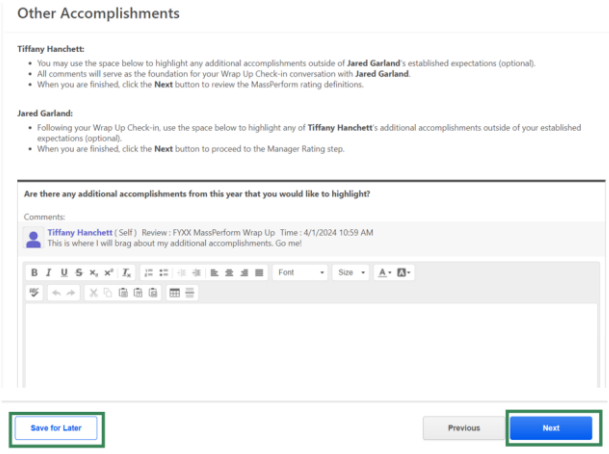
STEP 6. In the **Comments** section, review the employee's comments and then use the comments box to provide feedback about the employee's performance, specifically related to that expectation. When done entering comments under each corresponding expectation, click the **Next** button at the bottom of 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.



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.

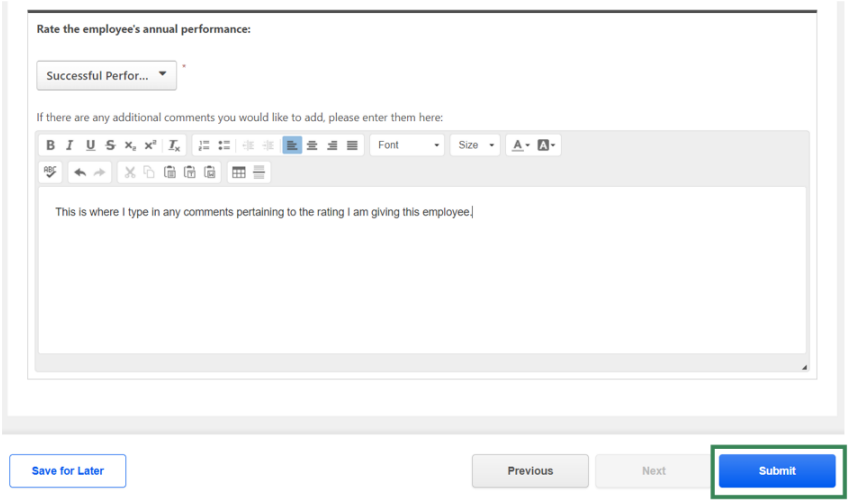
Please note: If you need to pause the process and resume at a later time, click the **Save for Later** button at the bottom of the screen to save your comments *without* advancing.



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.



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



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

