

How to Electronically Sign the Performance Review Form

The following steps guide an employee in signing a manager or employee performance review.

After the manager signs the form, the employee will have access to their rating and the manager's comments. In advance of signing the form, managers should always meet with their employee(s) to share their rating(s) and review comments.

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

STEP 2. From the homepage, locate the **My MassPerform Action Items** box on the right side which displays the link(s) for the **FYXX MassPerform Wrap Up** performance form(s) you intend to sign. Click on the relevant action item link. You'll be brought to the **Overview** page. Click the **Get Started** button at the bottom of the screen.

Overview

Expectation & Goal Ref...

Other Accomplishments

Manager Rating

Signatures

Overview

Welcome to your 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.

Review Step Progression

- Employee Reflect on Performance
- Manager Assessment & Rating
- Wrap Up Task Validation Period
- Manager Signoff**
Due: 6/9/2022
- Employee Signoff

Get Started

STEP 3. Next, to quickly advance to the signature screen, click the **Next** button at the bottom of the following screens: **Expectations and Goal Reflection**, **Other Accomplishments**, and **Manager Rating**.

If you are the employee, this would also be the time to review your manager's comments and rating.



STEP 4. When you've arrived on the **Signatures** screen, electronically sign (type) your full name into the **First and Last Name** edit box below the on-screen instructions and click the **Sign** button to the right of the edit box.

Signatures

Ratings are now available for signature.

Sarah Unsworth:

- On the **Manager Rating** tab, confirm the rating for **Jared Garland** (displayed at the bottom of the page). Then, schedule a time to meet and share the final rating.
- [After you meet](#), return here to electronically sign and advance to **Jared Garland** for signature.

Jared Garland:

- On the **Manager Rating** tab, confirm that the rating displayed at the bottom of the page matches the rating shared with you by **Sarah Unsworth**, then electronically sign below.

Self

Pending Signature

Manager

Jared Garland

Sign

STEP 5. After you've electronically signed, enter any *optional* comments and then click the **Submit** button at the bottom of the screen.

Signatures

Ratings are now available for signature.

Sarah Unsworth:

- On the **Manager Rating** tab, confirm the rating for **Jared Garland** (displayed at the bottom of the page). Then, schedule a time to meet and share the final rating.
- [After you meet](#), return here to electronically sign and advance to **Jared Garland** for signature.

Jared Garland:

- On the **Manager Rating** tab, confirm that the rating displayed at the bottom of the page matches the rating shared with you by **Sarah Unsworth**, then electronically sign below.

Self

Pending Signature

Manager

Jared Garland Date : 6/23/2022

Redo

Comment

Rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent Left, Indent Right, and a Checkmark icon. Below the toolbar is a large text area for entering comments.

Back

Save and Exit

Submit

STEP 6. A **Submit Review** pop-up box will appear. Click the **Submit** button again. **This final step is critical to ensure the form is submitted.**

If you are the *manager*, once submitted, this will automatically advance the form to your employee for signature.

If you are the *employee*, once submitted, Wrap Up is complete.

Tip: You will know you've successfully completed your signature task when the action item link disappears from your **My MassPerform Actions Items** box on the welcome page.

The screenshot shows a web interface for Jared Garland. On the left is a sidebar with a progress indicator showing five steps: Overview, Expectation & Goal Ref., Other Accomplishments, Manager Rating, and Signatures. The 'Signatures' step is currently active. A 'Submit Review' modal box is open in the center, displaying the message: 'You will not be able to modify once you have submitted. Are you sure that you want to submit now?'. It has 'Cancel' and 'Submit' buttons. In the background, a circular progress indicator shows 75% completion. Below the modal, text indicates 'Ratings are now available for signature.' and lists instructions for Sarah Unsworth and Jared Garland regarding the Manager Rating tab. At the bottom, there is a 'Self' section with 'Pending Signature' and a 'Manager' section for Jared Garland with a date of 6/23/2022 and a 'Redo' button.

Please note: an employee signing the form does not equal *agreement* with the rating. Rather, signing the form is an *acknowledgment* of the rating. Employees may use the comment box to add additional feedback.