

How to Electronically Sign the Wrap Up Performance Review Form

The following steps guide **managers** and **employees** through signing performance reviews.

Managers, please be advised that after you sign the form, employees can see their ratings and your comments. Before signing the form, managers should always meet with their employee(s) to share their rating(s) and review comments. Managers: Do not sign until **after** you have met with your employee(s).

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

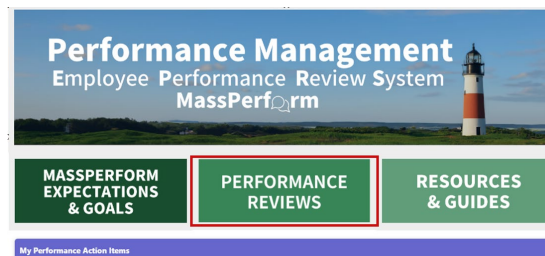
STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen.

Managers: Click the **FYXX MassPerform Wrap Up for Your Team** link.

Employees: Click the **FYXX MassPerform Wrap Up for [Your Name]** link.

	Due Date
FYXX MassPerform Wrap Up for Jared Garland	Employee
FYXX MassPerform Wrap Up for Your Team	Manager

To access the performance review, click the **Performance Reviews** button located above the **My Performance Action Items** box. You'll be brought to the **Performance Review Summary** page where you will follow the on-screen instructions to access past-due performance reviews.



STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then click the **Next** button at the bottom of the screen to proceed.

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. **Employees**, please review your manager's comments and rating before signing.

The screenshot shows a section of a web form. At the top, the text 'Self' is visible. Below it, the text 'Pending Signature' is displayed. Further down, the text 'Manager' is shown. Under 'Manager', there is a text input box containing the name 'Jared Garland'. To the right of this text box is a blue button with the word 'Sign' in white text. The 'Sign' button is highlighted with a green rectangular border.

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

STEP 6. A **Submit Review** pop-up box will open. Click the **Submit Review** 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. **Reminder:** At that point, the employee can see their rating and your comments.

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

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.