

How to Electronically Sign the Wrap Up Performance Review Form

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

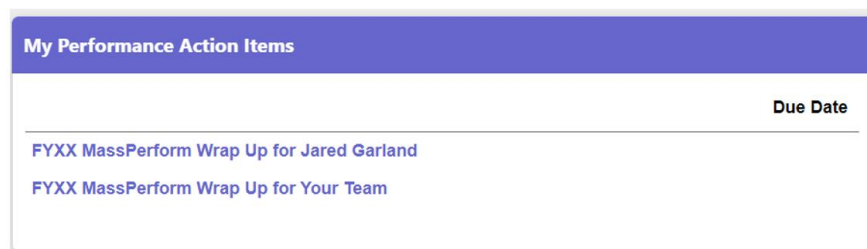
Managers, please be advised that after you sign the form, employees can see their ratings and your comments. Before signing the form, managers should always meet with their employee(s) to share their rating(s) and review comments. Managers: Do not sign until **after** you have met with your employee(s).

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.



My Performance Action Items	
	Due Date
FYXX MassPerform Wrap Up for Jared Garland	
FYXX MassPerform Wrap Up for Your Team	

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.



Self

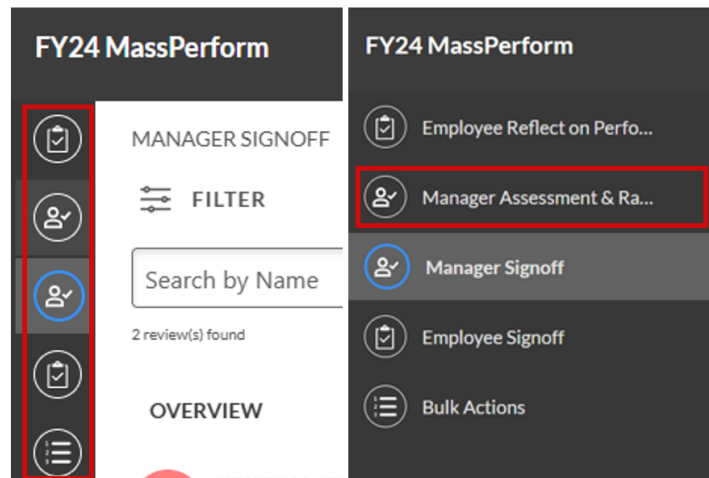
Pending Signature

Manager

Jared Garland

Sign

Managers, if you'd like to review the rating you provided before signing, please expand the menu panel on the top-left side of the screen. Then, click the **Manager Assessment & Rating** menu item button.



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.

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.