

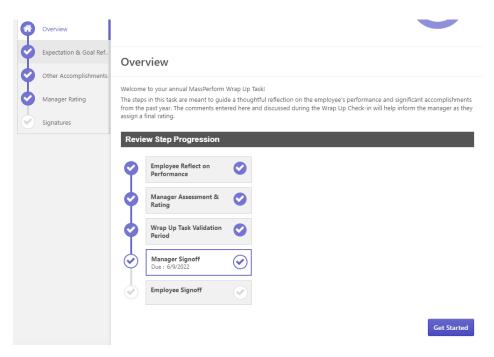


How to Electronically Sign the Performance Review Form

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.

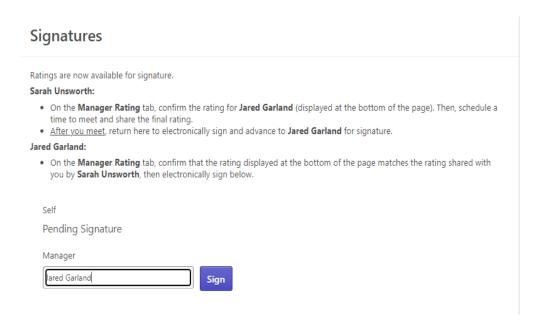


STEP 3. Next, to quickly advance to the signature screen, click the **Next** button at the bottom of the following screens: **Expectations and Goal Reflection**, **Other Accomplishments**, and **Manager Rating**.

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.



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

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

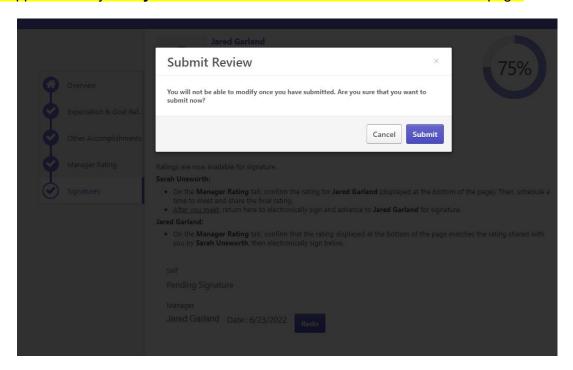


STEP 6. A **Submit Review** pop-up box will appear. Click the **Submit** button again. This final step is critical to ensure the form is submitted.

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.



Please note: an employee signing the form does <u>not</u> 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.