

How to Electronically Sign the Wrap Up Performance Review Form

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

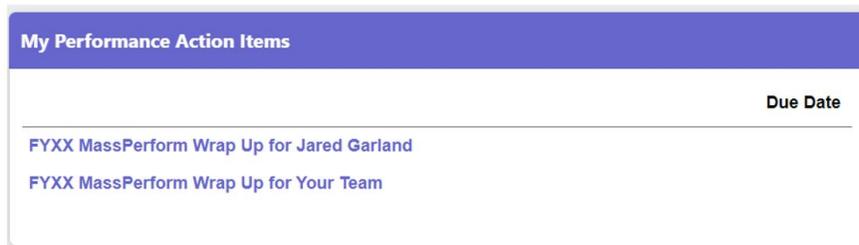
Managers, please be advised that after you sign the form, employees can see their ratings and your comments. Before signing the form, managers should always meet with their employee(s) to share their rating(s) and review comments. Managers: Do not sign until **after** you have met with your employee(s).

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.



Managers, please note that if you did not complete your required action item by the due date, the action item may not appear. 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.



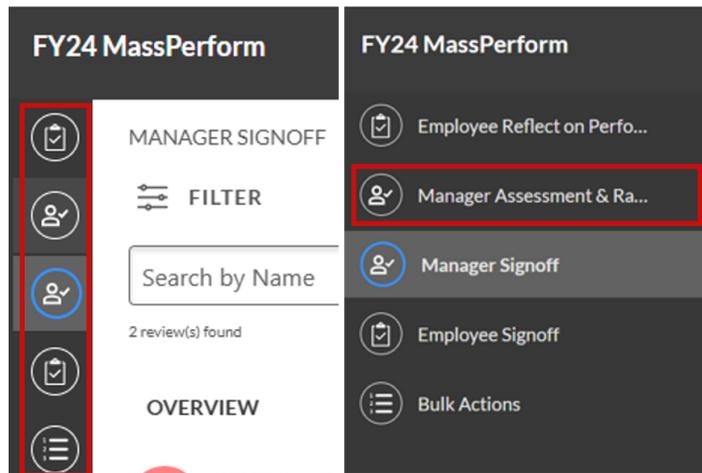
STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then click the **Next** button at the bottom of the screen to proceed.

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.

Self
Pending Signature

Manager

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.