MyPath

Employee Performance Review System

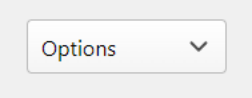
Employee: Print your Performance Review

The following steps guide an employee through the steps required to print their performance review. Performance reviews should be printed following the completion of each stage. There are two ways to print your review, either in your open review task or from the performance review page.

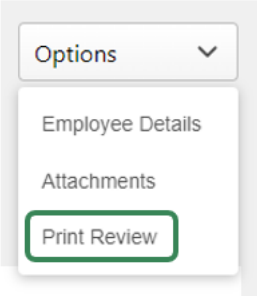
Option 1: Print Within the Task

This information applies to employees who are currently in their EPRS action item, who have submitted, and have not exited out of their performance review. If you have submitted and exited out, please refer to option 2 below. For detailed video instructions, please watch the 1-minute video demonstration here.

STEP 1. While in the task, click the **Options** button in the top right corner of the screen.



STEP 2. Select the **Print Review** button. This will create a PDF document that will automatically save to your downloads folder.



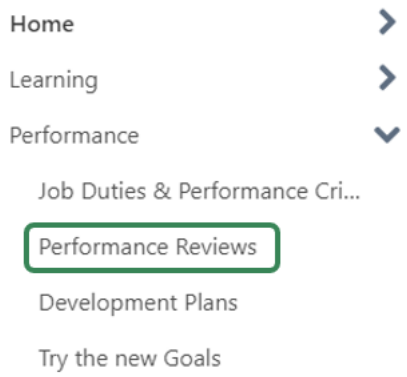
STEP 3. To locate the PDF, access your file folder and select the downloads folder.

Option 2: Print Outside the Active Task

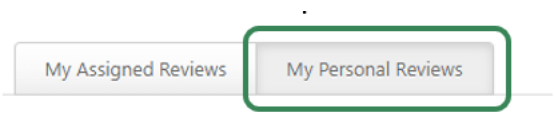
If you forgot to print while in your open EPRS action item, you can still do so by following the steps below. For detailed video instructions, please watch the 1-minute video demonstration here.

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

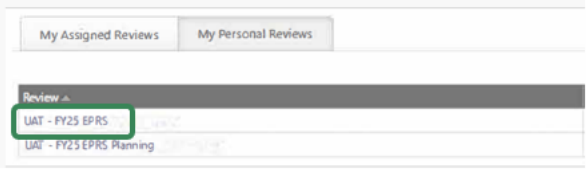
STEP 2. From the homepage, click the navigation menu in the top right corner of the screen. Click **Performance** dropdown menu and then select **Performance Reviews**.



STEP 3. To access a performance review, select the **My Personal Reviews** tab.

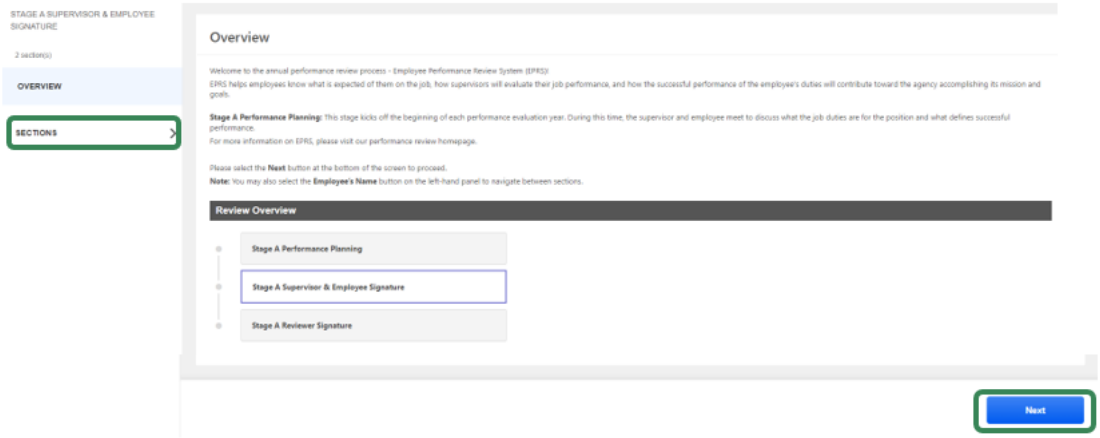


STEP 4. Select the review you are looking for from the list that appears.

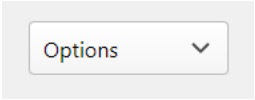


STEP 5. Depending on when during the fiscal year you are trying to print, this will either create a PDF document that will save to your downloads folder, *or* it will automatically bring you into the **Overview** page within the active task.

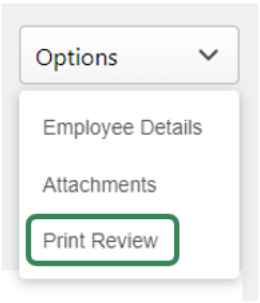
STEP 6. If the file was saved as a PDF, no further action is required. To locate the PDF, access your file folder and select the downloads folder. If you are brought into the active task,



STEP 7. While in the task, click the **Options** button in the top right corner of the screen.



STEP 8. Select the **Print Review** button. This will create a PDF document that will automatically save to your downloads folder.



STEP 9. To locate the PDF, access your file folder and select the downloads folder.