

How to Print Your Performance Review

The following steps guide an **employee** through the process of printing their personal performance review.

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- STEP 2. On the homepage, click the **Performance Reviews** button located above the My Performance Action Items widget.

Performa Employee Per N	n ce Managei rformance Review S lassPerf _{ିଧ} rm	ment System
MASSPERFORM EXPECTATIONS & GOALS	PERFORMANCE REVIEWS	RESOURCES & GUIDES
My Performance Action Items		

STEP 3. From the **Performance Review Summary** page, select the **My Personal Reviews** tab and click the relevant fiscal year's **FYXX MassPerform** link for which you wish to print.

My Assigned Reviews	My Personal Reviews
Review 🔺	
FY22 MassPerform	

- **STEP 4.** Depending on when during the fiscal year you are trying to print, this will either automatically generate a PDF document <u>or</u> it will automatically bring you to the **Overview** page within the active task. *If a PDF was automatically generated for you, no further action is required. To locate the PDF, access your file folder and select the downloads folder.*
- STEP 5. If you are brought into the active task (i.e., Wrap Up is not complete), please select the Next button on the Overview page to proceed

Revi	iew Overview	
•	Employee Reflect on Performance	
•	Manager Assessment & Rating	
•	Wrap Up Task Validation Period	
•	Manager Signoff	
•	Employee Signoff	

Next	

STEP 6. While in the task, click the **Options** button in the top right corner of the screen.

Options	~
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STEP 7. Click the **Print Review** button from the expanded drop-down menu. This will create a PDF document that will automatically save to your downloads folder.

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STEP 8. Reminder: If you are brought into the open task, this means you have not completed Wrap Up. Take this time to ensure you complete any outstanding action items, when applicable.