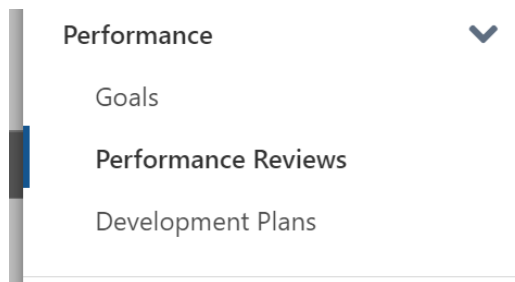


## How to Print Your Own Performance Review

*The following steps guide an employee in printing their personal performance review.*

**STEP 1.** Sign in to your **MyPath** account at **www.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”** from the dropdown menu and select **“Performance Reviews.”**



**STEP 3.** Next, click your fiscal year’s Mass Perform Wrap Up task title link. **Note:** If the Wrap Up task is still *in progress*, it will display under the **“My Assigned Reviews”** tab. If the task is *completed* (i.e., both the employee and manager have signed off), then it will appear under the **“My Personal Reviews”** tab.

A screenshot of the 'Performance Review Summary - Tiffany Hanchett' page. It features two tabs: 'My Assigned Reviews' and 'My Personal Reviews'. Below the tabs is a search bar with a 'Search' button. Underneath, there are status filters: 'Not Started' (checked), 'In Progress' (checked), 'Completed' (unchecked), 'Incomplete' (checked), and 'Expired' (unchecked). A table lists reviews with columns for Title, Description, Review Period, Start Date, Completion Date, and Task Status. The first entry is 'FY22 MassPerform Wrap Up for Tiffany Hanchett' with a description 'Wrap up is the final task in the MassPerform program. During...'. Below this is another set of tabs for 'My Assigned Reviews' and 'My Personal Reviews'. At the bottom, a table shows review details for 'FY22 MassPerform'.

**STEP 4.** Click the **“Options”** button in the top right corner and select **“Print Preview.”** The performance review will download as a PDF. Open the PDF and print.

