

How to Return Employee Wrap Up Performance Reflections for Revisions

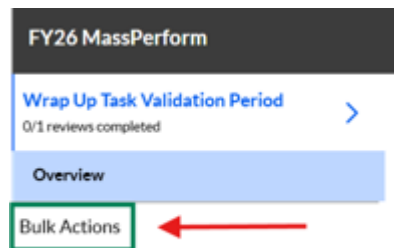
The following steps guide a manager through the process of sending back a **submitted** employee Performance Reflection for revisions to their employee(s). *This can be done in bulk if necessary.*

STEP 1. Sign in to your **MyPath** account at **www.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 and click the **FYXX MassPerform Wrap Up for Your Team** link.

My Performance Action Items	
	Due Date
FYXX MassPerform Wrap Up for Jared Garland	3/7/2024
FYXX MassPerform Wrap Up for Your Team	3/10/2024

STEP 3. Locate the **Bulk Actions** menu button located on the far left of the screen in the **Review Actions** menu.



STEP 4. Select the **Employee Reflect on Performance** step from the **Assigned Step** drop-down menu button. All eligible employees will be displayed below. Select the applicable employee(s) and click the **Reopen Step** button.

Please note: You can only return this step to the employee if they've successfully submitted their performance reflection action item. If you do not see the employee's name listed, please confirm they've completed the step. If the form is still living with them, no need to reopen as they never submitted it.

Bulk Actions

REOPEN

Select Review Steps you would like to reopen in bulk. Please note that only 1 step type can be reopened at a time.

Assigned step: Employee Reflect on (dropdown) | Completed step: All completed steps (dropdown) | Search: Search by name (input) [Search]

1 of 1 Selected Show Selected Reviewees [Reopen Step]

<input checked="" type="checkbox"/>	Name	User ID	Step Assigned	Step Assigned To	Reopened	Reopened Due Date	Comments
<input checked="" type="checkbox"/>	Jessup, Kristina	487090	Employee Reflect on Performance	Jessup, Kristina	No		

STEP 5. The **Reopen Step** pop-up box will appear. Write any comments necessary for your records of why you're reopening the step. Next, click the **Reopen Step** button.

Please note: The manager should then notify the employee that they sent back their Performance Reflection as an email is *not* generated to the employee.

