

How to Return Employee Wrap Up Performance Reflections for Revisions

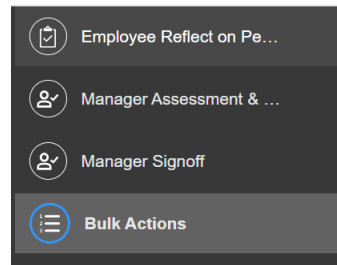
The following steps guide a **manager** through the process of sending back a **submitted** employee Performance Reflection for revisions to their employee(s). This can be done in bulk, *if necessary*.

STEP 1. Sign in to your **MyPath** account at 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.

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 has not been submitted by the employee, there is no need to reopen.

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
Completed step: All completed steps

Search: Search by name [Search]

1 of 1 Selected Show Selected Reviewees

Reopen Step

	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. These comments will be visible to the employee. Next, click the **Reopen Step** button to finalize.

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

Bulk Actions

REOPEN

Select Review Steps you would like to reopen in bulk.

Assigned step: Employee Reflect on
Completed step: All completed steps

1 of 1 Selected Show Selected Reviewees

Reopen Step

Are you sure you want to reopen Employee Reflect on Performance step for 1 reviewee?
The current step will stay open.

Comment for reviewer

0 / 1000

Cancel Reopen step

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