

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.

Employee Reflect on Pe
(Arr) Manager Assessment &
A Manager Signoff
Bulk Actions

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.

 (1) (2) (2)	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 V 1 of 1 Selected Show Selected Reviewees			Search	<u> </u>	Search	Reopen Step	
		î≡ Name	î≡ User ID	î≡ Step Assigned	ໂ≖ Step Assigned To	Ĵ≡ Reopened	Reopened Due Date	Comments
		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.

Bulk Actions			
Calest Deview Steps you would like to companie bulk			
Assigned step Completed	Reopen Step X		
Employee Reflect on V All comple	Are you sure you want to reopen Employee Reflect on Performance step for 1 reviewee? The current step will stay open.		
1 of 1 Selected Show Selected Reviewees	Comment for reviewer		Reopen Step
I= Name I= User ID		ate Comments	
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