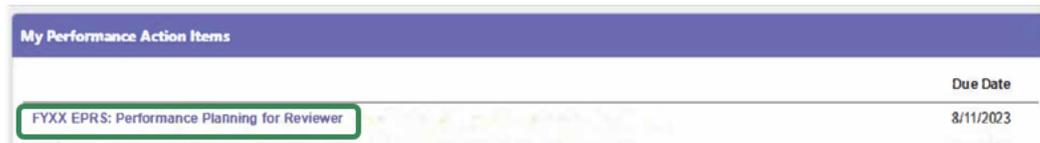


Reviewer: Complete Your Stage A Performance Planning

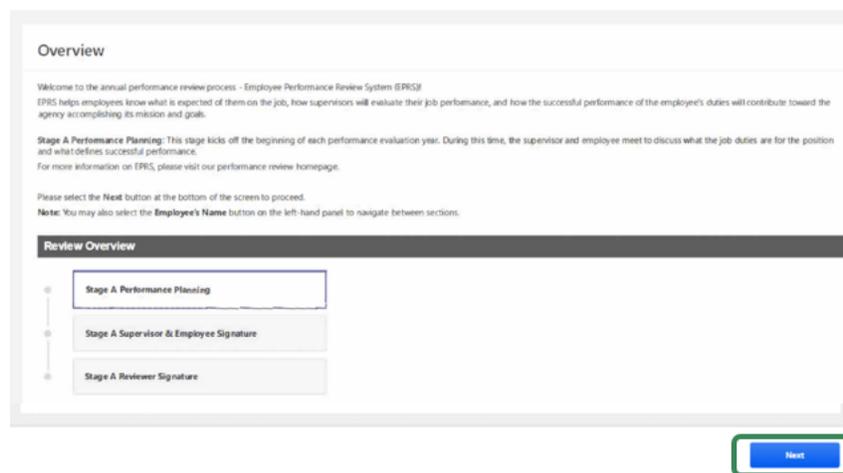
The following steps guide a *reviewer* through Stage A Performance Planning. For detailed video instructions, please watch the 1-minute [video demonstration here](#).

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 EPRS: Performance Planning for Reviewer** link.



STEP 3. You'll be brought to the **Overview** page. Please select the **Next** button to proceed.



STEP 4. Review what has been submitted by the supervisor and reviewed by the employee in Stage A. Be sure to read through the job duties and performance criteria in their entirety.

STEP 5. Click the **Save for Later** button at the bottom of the screen to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to advance to the signature page.

STEP 6. When you've arrived on the **Signature** screen, type your **First and Last Name** into the edit box below the on-screen instructions and click the **Sign** button to the right of the edit box.

Reviewer

First and last name

Sign

If you need to redo your signature, click the **Redo** button and repeat those steps. Use the **Comment** box to add any additional comments (optional).

STEP 7. After signing and adding any additional comments (optional), click the **Submit** button at the bottom of the page. A pop-up box will appear. **Click the Submit Review button again to complete your part of Stage A.** At this point, Stage A will be complete.

