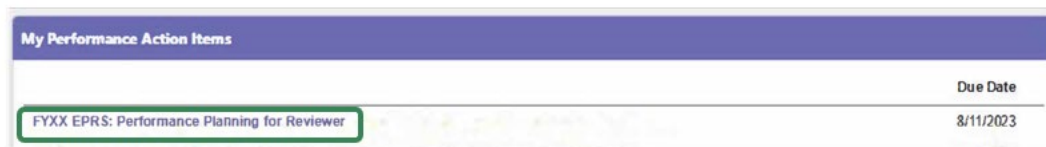


### Reviewer: Complete Your Stage A Performance Planning

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

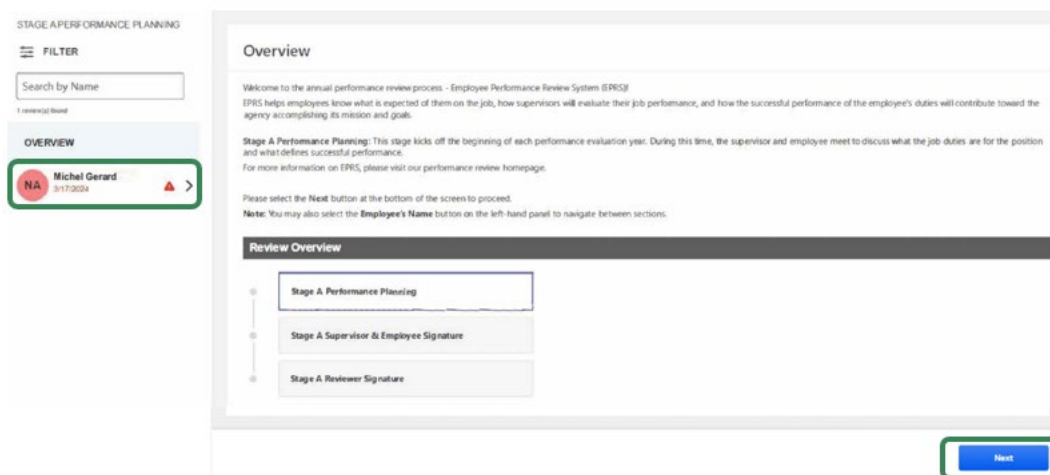
**STEP 1.** Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

**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.

**Note:** You may also select the **Employee's Name** button on the left-hand panel to navigate between sections.



**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.



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.

