

Reviewer: Complete Your Stage B Progress Review

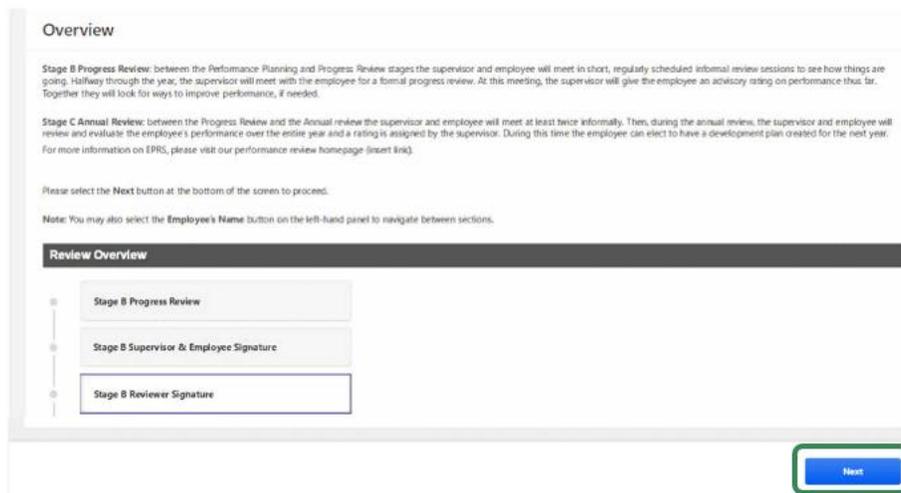
The following steps guide a *reviewer* through Stage B Progress Review. For detailed video instructions, please watch the 2-minute [video demonstration here](#).

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: Progress and Annual Reviews for Reviewer** link.



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



STEP 4. Review the Advisory Ratings for each job duty and any comments from the supervisor.



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 Progress Review Summary rating page.

STEP 6. Please review the Progress Review Summary rating and any comments from the supervisor.



STEP 7. 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 8. 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.

A screenshot of the signature screen. It features a label "Reviewer:" above a text input field containing the placeholder text "First and last name". To the right of the input field is a blue button with the text "Sign" inside, which is highlighted with a green border.

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 9. 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 B.** At this point, Stage B will be complete.