

Reviewer: Complete Your Stage C Annual Review

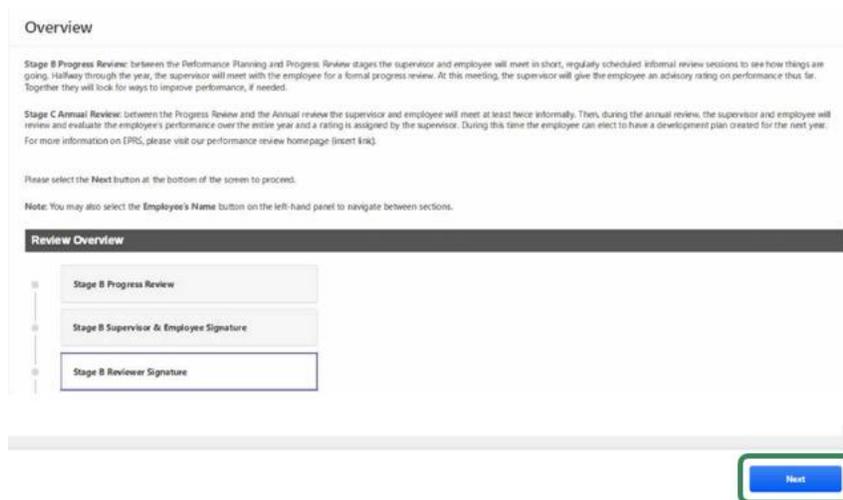
The following steps guide a *reviewer* through Stage C Annual Review. For detailed video instructions, please watch the 3-minute [video demonstration here](#).

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 what was submitted during Stage A.

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 Stage B review.

STEP 6. Review the job duty ratings and comments submitted during Stage B.



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 proceed.

STEP 8. Review the Progress Review Summary Rating and comments submitted during Stage B.



STEP 9. 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 proceed with Stage C.

STEP 10. After the Annual Review meeting has concluded, please review what has been submitted during Stage C, including the Employee Development Plan selection choice, attendance, as well as the Annual Ratings and the supervisor's comments on each job duty.



STEP 11. 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 Stage C Annual Review Summary Rating page.

STEP 12. Review the Annual Review Summary Rating and whether the employee agrees or disagrees with the rating assigned by their supervisor.



STEP 13. 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 supervisor & employee signature page.

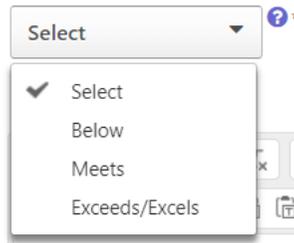
STEP 14. Review any comments provided by the supervisor and/or employee on the supervisor & employee signature page.

STEP 15. 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 Stage C Final Annual Review Rating page.

STEP 16. Please use the **Select** button (drop-down menu) to assign the employee a Final Annual Review Rating.

Reminder: Comments are required for “below” and “exceeds/excels” ratings.

Additionally, you must create a [Remedial Development Plan](#) and notify your [EPRS Coordinator](#) if a “below” rating is selected.



STEP 17. 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 18. 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 19. 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 C.** After you submit the form, it will automatically advance to the employee for review and signature.