MyPath

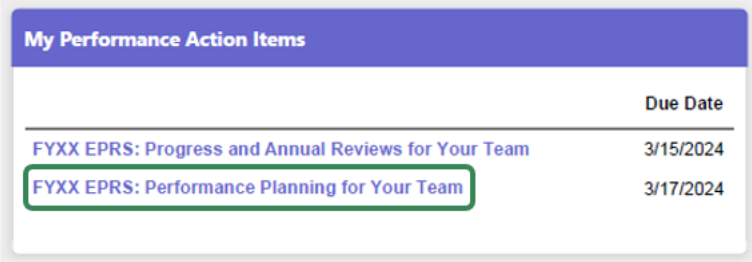
Employee Performance Review System

Supervisor: Complete Your Stage A Performance Planning

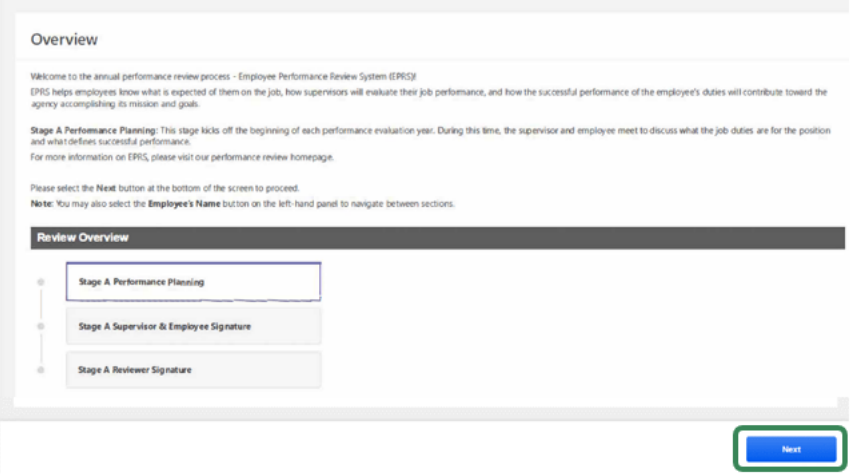
The following steps guide a *supervisor* through Stage A Performance Planning. For detailed video instructions, please watch the 3-minute video demonstration here.

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: Performance Planning for Your Team** link.

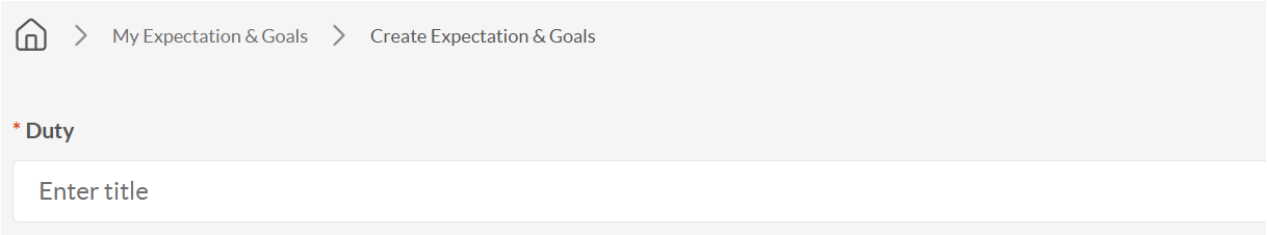


STEP 3. You'll be brought to the Overview page. Please select the **Next** button to proceed.



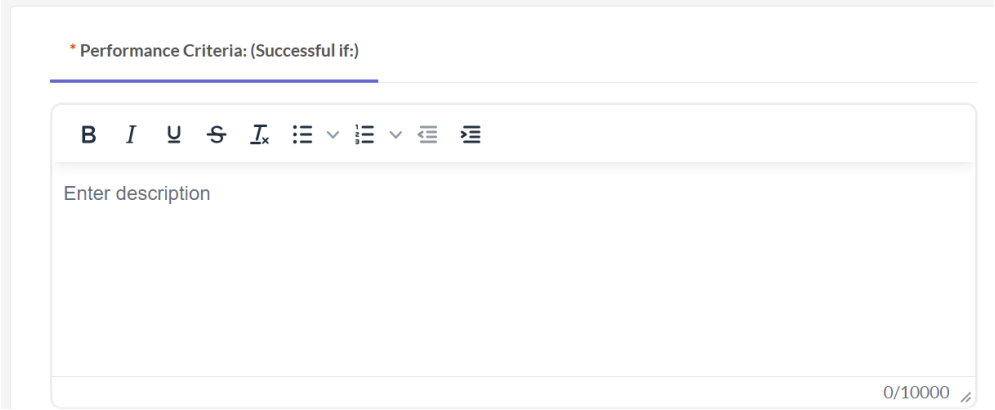
STEP 4. Click the **Add Job Duties & Performance Criteria** button located above the instructions to add the discussed job duties and corresponding performance criteria.

STEP 5. On the **Create Job Duties & Performance Criteria** screen, first briefly name the job duty in the **Duty** text box.



STEP 6. Next, use the **Performance Criteria** text box to list criteria that define how to be successful in completing the job duty.

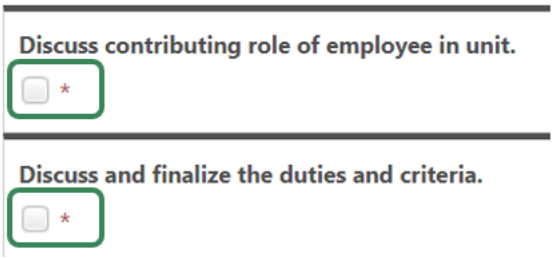
Note: Do not alter the **Start Date** and **Due Date** as it automatically defaults to the applicable performance review period.



STEP 7. Click the **Save** button to add the duty to the performance review or click the **Cancel** button to return to the Stage A screen.

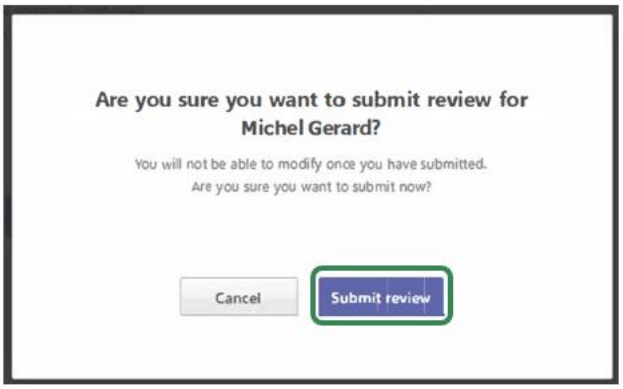
STEP 8. Repeat steps 4-7 as needed for each additional duty until complete.

STEP 9. Once you have discussed and finalized the duties and criteria and discussed the contributing role of the employee in the unit, select the corresponding **Checkboxes** displayed below each task labeled **"Discuss Contributing Role of Employee in Unit"** and **"Discuss and Finalize the Duties and Criteria."**



STEP 10. After the job duties and performance criteria have been entered and both **Checkboxes** selected, 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 11. 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 12. 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. After you submit the form, it will automatically advance to the employee for review and signature.