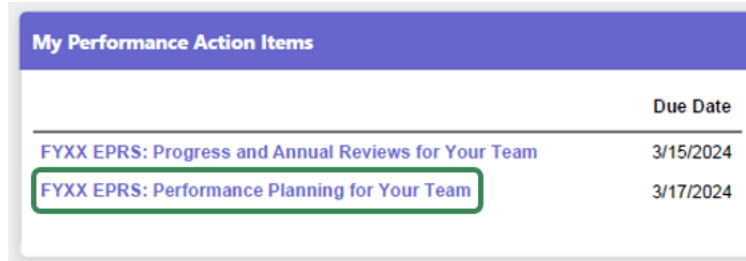


Supervisor: Complete Your Stage A Performance Planning

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

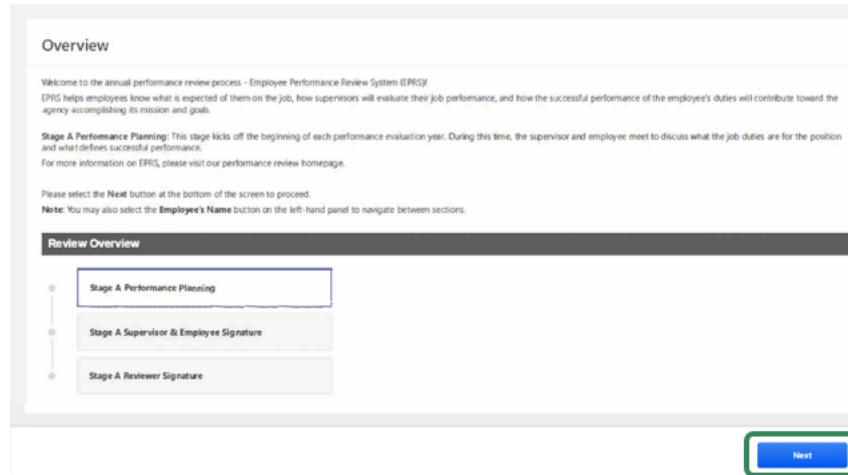
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

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.



My Performance Action Items	
	Due Date
FYXX EPRS: Progress and Annual Reviews for Your Team	3/15/2024
FYXX EPRS: Performance Planning for Your Team	3/17/2024

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



Overview

Welcome to the annual performance review process - Employee Performance Review System (EPRS)
EPRS helps employees know what is expected of them on the job, how supervisors will evaluate their job performance, and how the successful performance of the employee's duties will contribute toward the agency accomplishing its mission and goals.

Stage A Performance Planning: This stage kicks off the beginning of each performance evaluation year. During this time, the supervisor and employee meet to discuss what the job duties are for the position and what defines successful performance.
For more information on EPRS, please visit our performance review homepage.

Please select the **Next** button at the bottom of the screen to proceed.
Note: You may also select the **Employee's Name** button on the left-hand panel to navigate between sections.

Review Overview

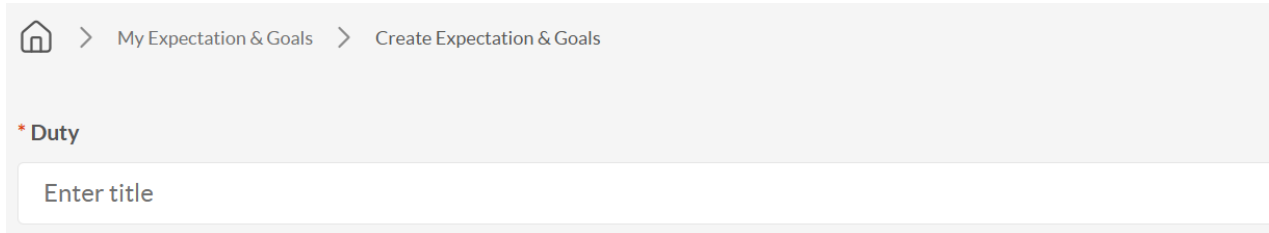
- Stage A Performance Planning
- Stage A Supervisor & Employee Signature
- Stage A Reviewer Signature

Next

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

Add Job Duties &
Performance Criteria

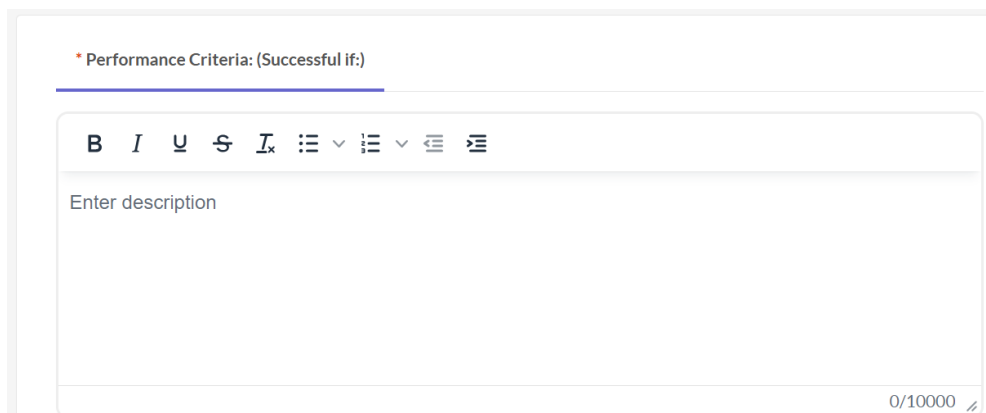
STEP 5. On the **Create Job Duties & Performance Criteria** screen, first briefly name the job duty in the **Duty** text box.



The screenshot shows a mobile application interface. At the top, there is a breadcrumb trail: a home icon, followed by '> My Expectation & Goals', and '> Create Expectation & Goals'. Below this, the text '* Duty' is displayed. Underneath is a text input field with the placeholder text 'Enter title'.

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.

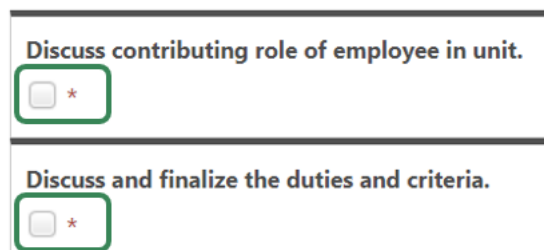


The screenshot shows a text input area for performance criteria. At the top, it says '* Performance Criteria: (Successful if:)'. Below this is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (I), List (bulleted), Numbered List (1-2-3), Indent (left and right arrows), and Outdent (left arrow). The main text area contains the placeholder 'Enter description'. At the bottom right, there is a character count '0/10000'.

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.**”



The screenshot shows two checkboxes, each with a red asterisk to its right. The first checkbox is labeled 'Discuss contributing role of employee in unit.' and the second is labeled 'Discuss and finalize the duties and criteria.' Both checkboxes are currently unchecked.

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.

Supervisor

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.

Are you sure you want to submit review for
Michel Gerard?

You will not be able to modify once you have submitted.
Are you sure you want to submit now?