



## 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 <u>video demonstration here</u>.

- 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.

	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 **Employee's Name** button on the left-hand panel.

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Search by Name	Welcon	e to the annual performance review process - Employee Performance Review System (EPRS)	and a conference of the constraint of states will constrain to see the
reserv(s) found	agency	up employees show while a superior of own on the job, now super mous will example the job performance, and now the succe accomplishing its mission and goals.	sour perioritance or the employee's ownes with companie toward the
OVERVIEW	Stage A and wh	Performance Planning: This stage locks off the beginning of each performance evaluation year. During this time, the supervisor in defines successful performance.	and employee meet to discuss what the job duties are for the position
Michel Gerard	For mo	e information on EPRS, please visit our performance review homepage.	
3/17/2024	Please t	elect the Next button at the bottom of the screen to proceed.	
	Note: \	ou may also select the Employee's Name button on the left-hand panel to navigate between sections.	
	Revi	ew Overview	
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		Stage A Performance Planning	
		Stage A Performance Planning Stage A Supervisor & Employee Signature	
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**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.

All fields marked "** are required	
Duty *	
Duty 1: Monitor the Front Desk	

**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.

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	Provide excellent customer service when assisting hotel guests
	Sign for any packages that arrive for the hotel
	Ensure all phone calls and voicemails are addressed by the end of the day
	Answer all emails within 24-hours

- **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."

Discuss contributing role of employee in unit.	
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.

Supervisor	
First and last name	Sign

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.

