



Employee: Complete Your Stage B Progress Review

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

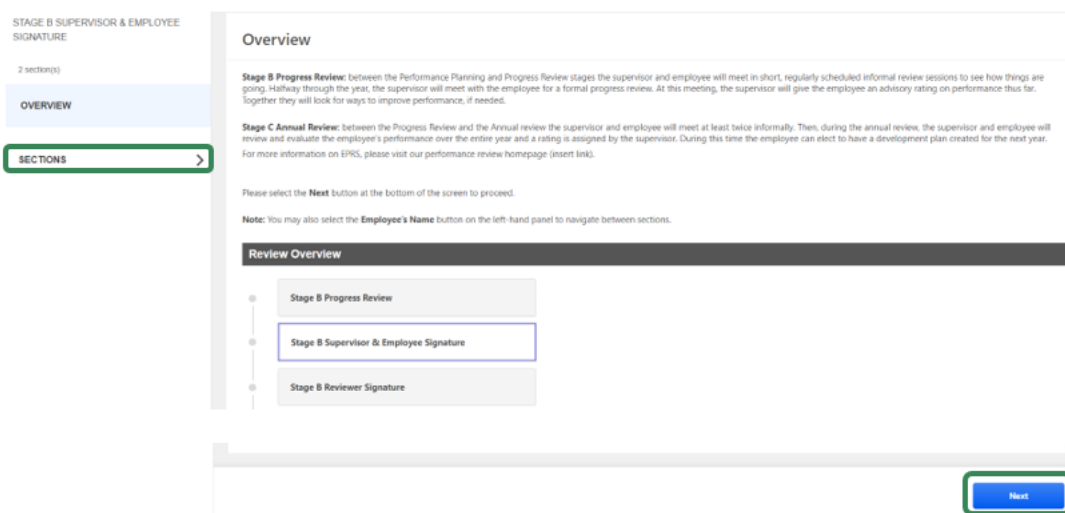
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

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 [your name]** link.



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

Note: You may also select the **Sections** button on the left-hand panel to navigate between sections.

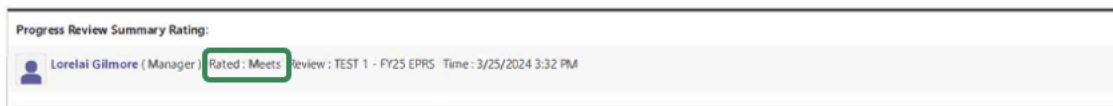


STEP 4. After the Progress Review meeting has concluded, please review the Advisory Ratings for each job duty and any comments from the supervisor.



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.

A screenshot of a web interface titled "Progress Review Summary Rating:". Below the title, there is a header bar with a user profile icon, the name "Lorelai Gilmore (Manager)", a green-bordered button labeled "Rated: Meets", and a text string "Review : TEST 1 - FY25 EPRS Time : 3/25/2024 3:32 PM".

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 a web interface for signing. It features a label "Employee" 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 word "Sign" in white, 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.** After you submit the form, it will automatically advance to the reviewer for review and signature.