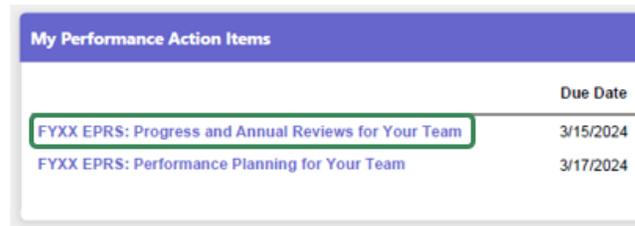


Supervisor: Complete Your Stage B Progress Review

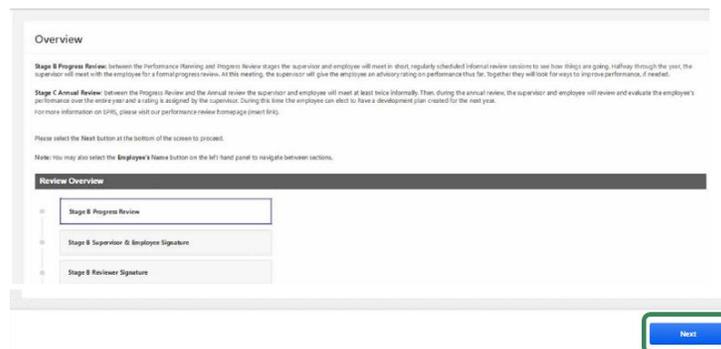
The following steps guide a *supervisor* through Stage B Progress Review. For detailed video instructions, please watch the 3-minute [video demonstration here](#).

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 Your Team** link.



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



STEP 4. Select the three **Checkboxes** displayed below each task to certify that you have completed Stage A Performance Planning. They are labeled **“Discuss Contributing Role of Employee in Unit,”** **“Discuss and Finalize the Duties and Criteria,”** and **“Certify that you have Completed Stage A before Initiating Stage B.”**

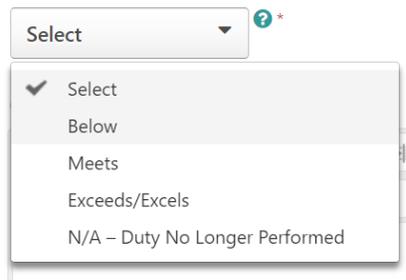
<p>Discuss contributing role of employee in unit.</p> <input type="checkbox"/> *
<p>Discuss and finalize the duties and criteria.</p> <input type="checkbox"/> *
<p>Certify that you have completed Stage A before initiating Stage B.</p> <input type="checkbox"/> *

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 progress.

STEP 6. Review the job duties and performance criteria set during Stage A.

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 Stage B review.

STEP 8. Next, use the **Select** button (drop-down menu) to assign an Advisory Rating for each job duty.

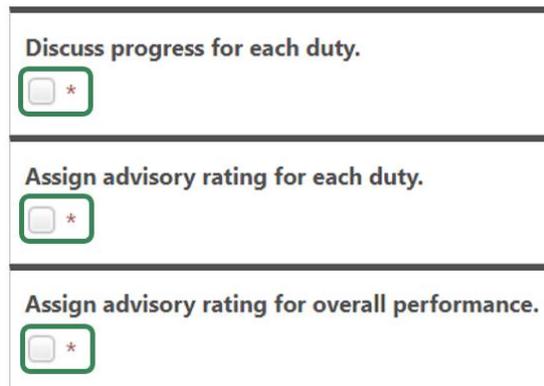


Reminder: Comments are required for “below” and “exceeds/excels” ratings.

Note: If any job duties or performance criteria need to be added or updated, please click the [Create and Manage Duties link](#) to be brought to the **Snapshot** page.

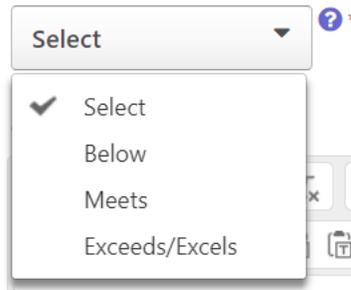
STEP 9. Click the **Save for Later** button at the bottom of the screen to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to progress.

STEP 10. Once you have discussed the progress for each duty, assigned an advisory rating for each duty, and assigned an advisory rating for overall performance, select the three **Checkboxes** displayed below each task labeled as “**Discuss Progress for Each Duty,**” “**Assign Advisory Rating for Each Duty,**” and “**Assign Advisory Rating for Overall Performance.**”

A screenshot of a form section with three rows, each separated by a horizontal line. Each row contains a text label and a checkbox. The first row is labeled "Discuss progress for each duty." and has a checkbox with a red asterisk. The second row is labeled "Assign advisory rating for each duty." and has a checkbox with a red asterisk. The third row is labeled "Assign advisory rating for overall performance." and has a checkbox with a red asterisk. All three checkboxes are currently unchecked.

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 progress.

STEP 12. Assign an overall Progress Review Summary Rating by clicking the **Select** button (drop-down menu).



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 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 signature page.

STEP 14. 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 15. 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 employee for review and signature.