

Supervisor: Complete Your Stage C Annual Review

The following steps guide a *supervisor* through Stage C Annual 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.

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

Stage B Progress Review: between the Performance Planning and Progress Review stages the supervisor and employee will meet in short, regularly scheduled informal review sessions to see how things are going. Halfway through the year, the supervisor will meet with the employee for a formal progress review. At this meeting, the supervisor will give the employee an advisory rating on performance thus far. Together they will look for ways to improve performance, if needed.

Stage C Annual Review: between the Progress Review and the Annual review the supervisor and employee will meet at least twice informally. Then, during the annual review, the supervisor and employee will review and evaluate the employee's performance over the entire year and a rating is assigned by the supervisor. During this time the employee can expect to have a development plan created for the next year. For more information on EPRS, please visit our performance review homepage (insert link).

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 B Progress Review
- Stage B Supervisor & Employee Signature
- Stage B Reviewer Signature
- Stage C Annual Review

Next

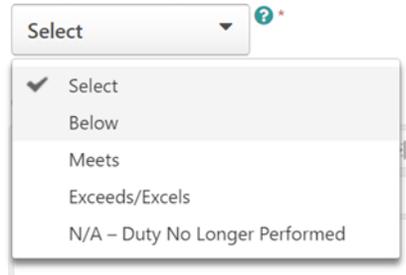
STEP 4. Review the job duty ratings and comments submitted during Stage B.

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.

STEP 6. Review the Progress Review Summary Rating and comments submitted during Stage B.

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.

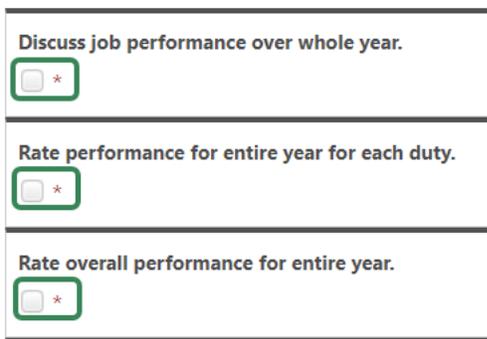
STEP 8. Click the **Select** button (drop-down menu) to assign the Annual Ratings for each job duty.



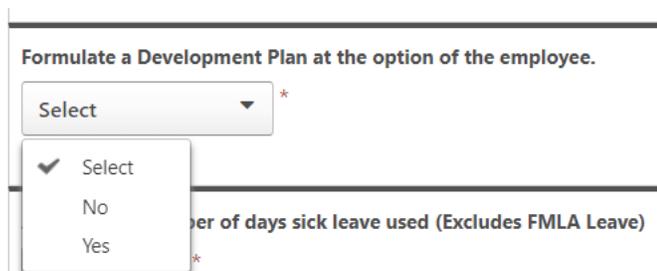
Reminder: Comments are required for “below” and “exceeds/excels” ratings.

STEP 9. Once you have discussed the employee’s annual job performance, rated performance for the entire year for each duty, and rated overall performance, select the corresponding **Checkboxes** displayed below each task labeled “**Discuss Job Performance Over Whole Year,**” “**Rate Performance for Entire Year for Each Duty,**” and “**Rate Overall Performance for Entire Year.**”

Note: The overall Annual Review Summary Rating drop-down will be on the next page.



STEP 10. Indicate whether a Development Plan was created at the option of the employee by using the **Select** button (drop-down menu).



STEP 11. Then, enter the number of days that the employee has been on sick leave, off payroll, and tardy in the corresponding **Number Fields** below. *This excludes any time on FMLA leave.*

Attendance: Number of days sick leave used (Excludes FMLA Leave)
<input type="text"/>
Attendance: Number of days off payroll (Excludes FMLA Leave)
<input type="text"/>
Attendance: Number of days tardy (Excludes FMLA Leave)
<input type="text"/>

STEP 12. 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 Annual Review Summary Rating page.

STEP 13. Assign an Annual 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 14. 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 15. 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.

First and last name	<input type="button" value="Sign"/>
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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 16. 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 C.** After you submit the form, it will automatically advance to the employee for review and signature.