

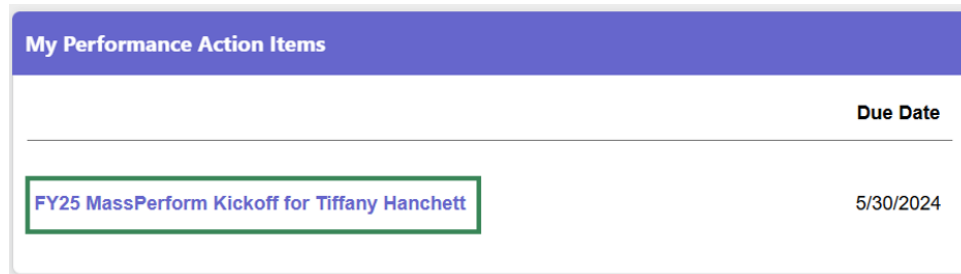
Employee: Enter Goals at Kickoff

The following steps guide an employee through the process of entering goals during Kickoff. Each expectation should have at least one associated goal to achieve that expectation. This step occurs *after* your manager has set expectations for you and conducted the Check-in meeting where you discuss how your goals align with your managers' expectations. For detailed video instructions, please watch the 2-minute [video demonstration here](#).

Please note: As the employee, it is not your responsibility to enter expectations. You are only entering the goals within each expectation your manager submitted.

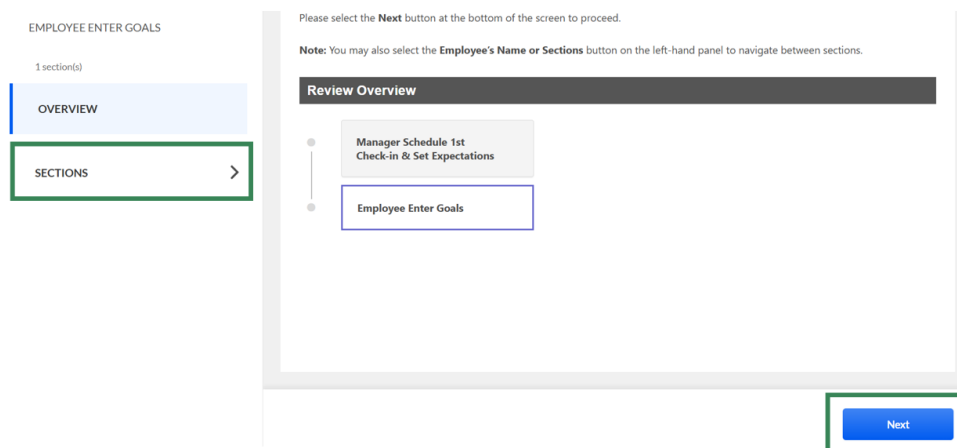
STEP 1. Sign in to your **MyPath** account at **mass.csod.com**. (Login is your employee ID)

STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Kickoff for [Your Name]** link.



STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then select the **Next** button at the bottom of the screen to proceed to the **Expectations and Goals** page.

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



Reminder: Do not enter your goals yet if your manager has not conducted the Kickoff Check-in. A check-in meeting is a time for your manager to discuss their expectations of you and you discuss how your goals will meet their expectations.

STEP 4. On the **Expectations and Goals** page, review the on-screen instructions. After you and your manager have met and agreed on your goals, click the **More Options** menu button (down arrow) beside each expectation and click the **Edit** button to enter your corresponding SMART goals.

This is where the manager will title the expectation.

New – Please Review

This is where the manager will further describe the expectation (optional).

Progress : 0%

Status : Road Block

Start Date : 7/1/2023

Due Date : 6/30/2024

[more...](#)

More Options menu:

- Edit
- Delete
- View History

STEP 5. On the **Edit Expectation & Goals** screen, review the expectation details provided by your manager and click the **Add Goals** button. **Do not enter your goal(s) within the manager’s expectation Description field.**

Manager Expectation *

This is where the manager will title the expectation.

Description *

This is where the manager will further describe the expectation (optional).

Employees, do not enter goals here! Use the **Add Goals** button located below. You will enter one goal at a time. Use the **Add Goals** button for *each* goal you are entering to meet this expectation.

Start Date * 7/1/2023

Due Date * 6/30/2024

Expectation Category * Select

Goals

Add Goals

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

STEP 6. The **Add Goals** pop-up box will open. Complete the following:

1. In the **Description** field, describe the goal and how it meets this expectation set by your manager. *Do not enter multiple goals in the description box. If you have multiple goals for one expectation, enter one at a time by repeating these steps.*
2. Enter a **Start Date** and **Due Date** for each goal. This automatically pre-populates the entire fiscal year.
3. Click the **Type** drop-down menu button and select a measurement type. For example, if your goal is to increase production by 20%, then the **Type** is **% (percent)**.
4. Enter the **Start Value** (where you are starting today) and **Target** (where you want to be by the expectation’s due date). For example, using the goal “increase production by 20%,” the **Start Value** would be 0% and the **Target** would be 20%.
5. Click the **Done** button.

Add Goals [X]

Description *

This is where I will describe one goal at a time. Do not put multiple goals here. Use the Add Goals button for each additional goal (where applicable).

Start Date * **Due Date ***

7/1/2024 6/30/2025

Type * **Start Value *** **Target ***

% 0 100

Cancel Done

STEP 7. After entering a goal, you will be redirected back to the **Edit Expectation & Goals** screen. If you have additional goals for this expectation, repeat steps 5 – 6. When finished, click the **Save** button on the bottom of the screen to save your goals for that expectation.

STEP 8. You will be redirected to the **Expectations and Goals** screen. Click the **More...** button below the **Due Date** within each expectation to view the goal(s) you entered and to confirm that the goal(s) you entered for that expectation are properly showing.

This is where the manager will title the expectation.

New – Please Review

This is where the manager will further describe the expectation (optional).

Progress : 0%

Status : Road Block

Start Date : 7/1/2023

Due Date : 6/30/2024

more...

STEP 9. Continue adding goals for each expectation set by your manager by repeating steps 4 – 7. Ensure every expectation has at least one corresponding goal.

STEP 10. When all your goals have been created for each expectation, click the **Submit** button at the bottom.

STEP 11. The **Submit Review** pop-up box will open. Click the **Submit Review** button *again* to complete Kickoff.

Tip: You will know you've successfully submitted your Kickoff action item when the **FYXX MassPerform Kickoff for [Your Name]** link disappears from your **My Performance Action Items** box on the homepage.