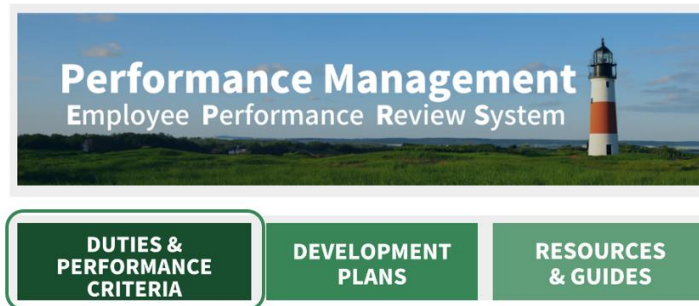


Supervisor: How to Copy Job Duties from a Prior Year to One or More Employees

The following steps guide a *supervisor* through copying over goals from a prior fiscal year to the present fiscal year performance review. This can be completed for one employee at a time, or for multiple if their job duties are the same. 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 **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** link.

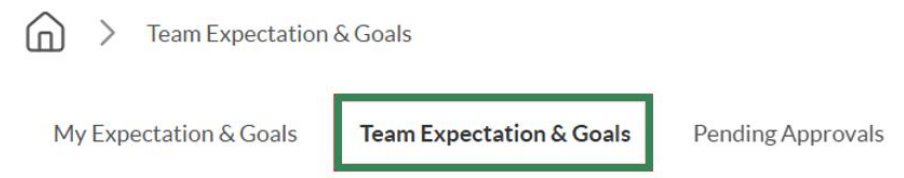


Or



Note: If you personally participate in EPRS as an employee, this link will read as **Job Duties & Performance Criteria**. If you personally participate in MassPerform as an employee, this link will read as **MassPerform Expectations & Goals**.

STEP 3. Click the **Team Job Duties & Performance Criteria** or **Team Expectations & Goals** tab.



Note: If you are an EPRS employee, this tab will appear as **Team Job Duties & Performance Criteria**

due to your system configuration.

STEP 4. Adjust the period either by opening the **Current Period** dropdown menu or by adjusting the performance review period **Start Date** and **End Date**. Then click the **Search** button to view results.

If the desired job duty was used in the previous period, you may open the drop-down menu by clicking **Current Period**. Then, from the menu click the **Previous Period** option.

The image shows two screenshots of a software interface for selecting a performance review period. The top screenshot shows the 'Current Period' dropdown menu open, with 'Current Period' selected. Below it, the 'Date Range' is set to '7/1/2025' to '6/30/2026'. The bottom screenshot shows the same interface, but the 'Current Period' dropdown menu is open, and 'Previous Period' is selected. The 'Date Range' remains the same. Both screenshots include 'Cancel' and 'Apply' buttons.

Alternatively, you may manually adjust the performance review period. Select a **Start Date** and an **End Date** to capture the performance review period of interest. You can either type into the applicable text boxes or select the **Icon Calendar** buttons to adjust these dates.

Current Period ▼ Create ⋮

Period


Current Period ▼

* Date Range


7/1/2024 📅 — 6/30/2025 📅

Cancel Apply

STEP 5. The screen will populate with all your direct reports. Locate the employee of interest and click the **Expand User Goals** dropdown icon to the right of their name.

Team Statistics						Filters
3 Members ↓↑	Overall Progress ↓↑	On Track ↓↑	In Progress ↓↑	Road Block ↓↑	Completed ↓↑	
 Adele Jean Sr C&C Analyst		6	0	0	0	▼

STEP 6. The dropdown menu will expand to show you all duties assigned to the employee for the applicable review period. Click the **Goal Options** ellipses icon ⋮ and then select the **Advance** option.

 Adele Jean Sr C&C Analyst		6	0	0	0	⋮ ^
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Produce accurate monthly reports detailing program activities.

Due Date: 6/30/2025

Performance Criteria: (Successful If:)

Reports will track the success of the programs

⋮ ^
 Edit
 Cancel
Advance
 View History

Important Note: Do not select the **Cancel** option.

STEP 7. A new screen will open titled **Create Job Duty and Performance Criteria**. At this time any necessary updates can be made.

Note: If you are a MassPerform employee, this page will appear as the **Create Expectations & Goals** screen due to your system configuration. The **Job Duty** will appear in the **Manager Expectation** textbox and the **Performance Criteria** will appear in the **Description** textbox. You will also have one additional step, select an **Expectation Category** from the dropdown menu. Please select the **EPRS Duty & Performance Criteria** option. Once submitted, the system will convert the information into the standard EPRS format on the performance review.

Note: The **Start Date** and **End Date** should automatically be set to the current review period. Do not alter these dates.

STEP 8. Under the **Assignment** section, select the **My Team** radio button. Click the checkbox next to each employee who this job duty & performance criteria apply to.

Assignment
Select which users or OUs this duty should be assigned to.

Myself My Team Custom

All Direct Reports

KF Kelly Flannery
Employee Performance Coord

AJ Adele Jean
Sr C&C Analyst

LO Latoya Odium
Sr Account Analyst for C&C

Note: Never select the **All Direct Reports** checkbox.

STEP 9. Click the **Submit** button.

Supervisor: How to Submit a Draft Job Duty

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

STEP 2. On the homepage, locate the **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** button.

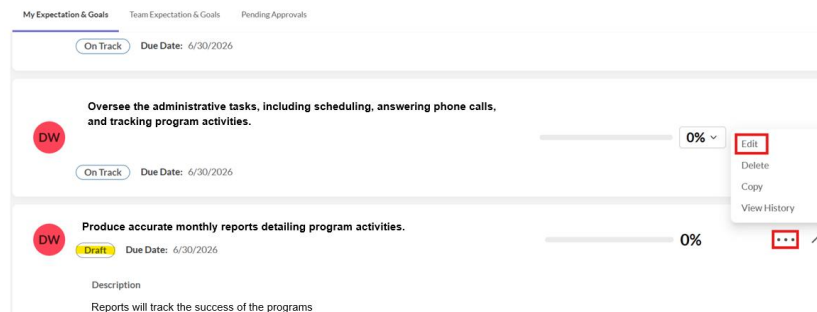


Note: If you personally participate in EPRS as an employee, this button will read as **Job Duties & Performance Criteria**. If you personally participate in MassPerform as an employee, this button will read as **MassPerform Expectations & Goals**.

STEP 3. In your **My Job Duties & Performance Criteria** tab, scroll down until you locate the draft Job Duty.

Note: If you personally participate in MassPerform, this will be called the **My Expectations & Goals** tab.

STEP 4. Click the **Goal Options** ellipses icon  and then select the **Edit** menu item.



STEP 5. Review and edit the Job Duty/Expectation as needed.

Note: Do not alter the **Start Date** and **Due Date** as it defaults to the applicable performance review period.

STEP 6. Ensure that the correct employee or employees have been selected under the **My Team** radio button.

Assignment
Select which users or OUs this duty should be assigned to.

Myself **My Team** Custom

All Direct Reports

KF Kelly Flannery
Employee Performance Coord

AJ Adele Jean
Sr C&C Analyst

LO Latoya Odium
Sr Account Analyst for C&C

Note: Never select the **All Direct Reports** checkbox.

STEP 7. Click the **Submit** button to add the duty to the performance review or click the **Cancel** button to return to the prior screen.