MyPath

Employee Performance Review System

Supervisor: Manage Job Duties & Performance Criteria

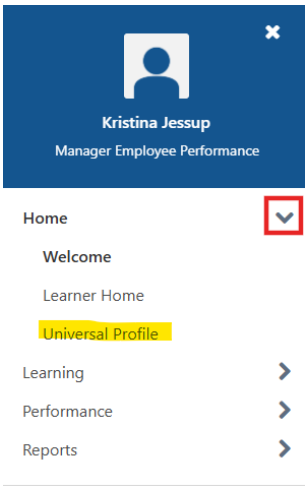
The following steps guide a *supervisor* through updating job duties and performance criteria. This includes adding new duties, editing job duties & performance criteria, submitting draft job duties, and undoing accidental job duty cancellations. Please note, **job duties should not be cancelled.** They should instead be rated as "N/A- Duty No Longer Performed" during Stage B and/or C.

How to Create a New Job Duty

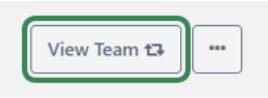
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. Select the **Show Navigation Menu** button, the hamburger icon (≡), in the top right corner of the MyPath home screen.

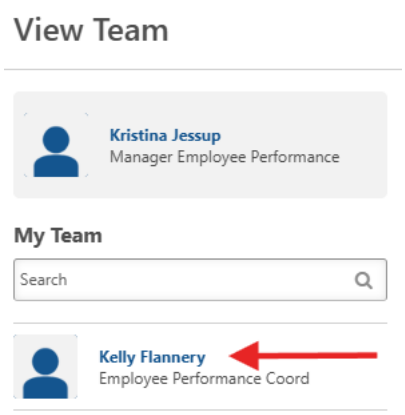
STEP 3. Select the **Universal Profile** link from the **Home** dropdown menu.

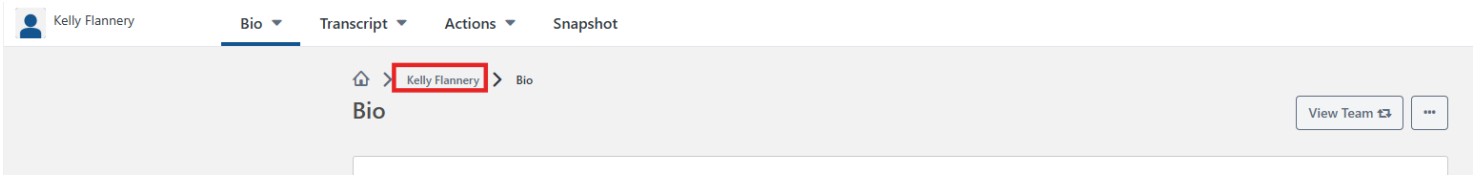


STEP 4. Click the **View Team** button.

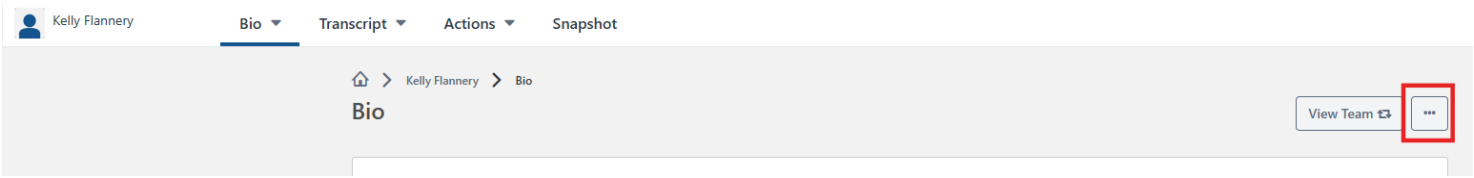


STEP 5. Click the **Employee's Name** link from the organizational chart below. The employee's name will then appear in the **Title**.

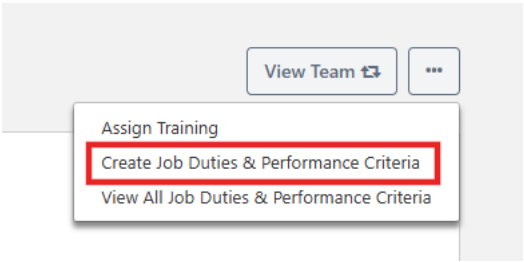




STEP 6. Click the ellipses **"…"** (**Options** button) in the top right corner of the screen.



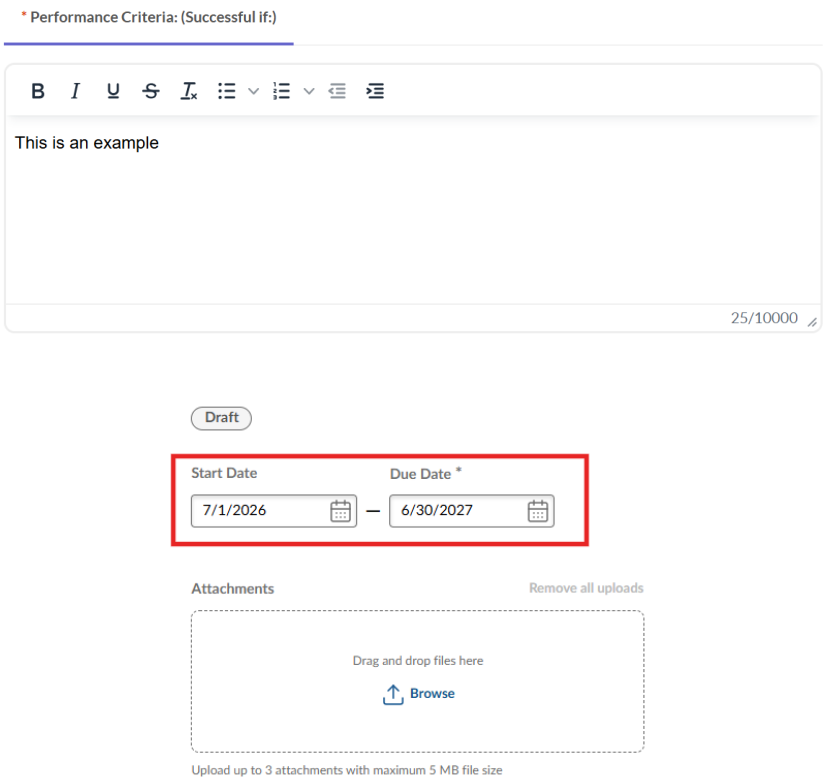
STEP 7. Click the **Create Job Duties & Performance Criteria** button.



STEP 8. Briefly name the job duty in the **Duty** text box.

STEP 9. Next, use the **Performance Criteria** text box to list criteria that define how to be successful in completing the job duty.

Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employee is in a Stretched review cycle.



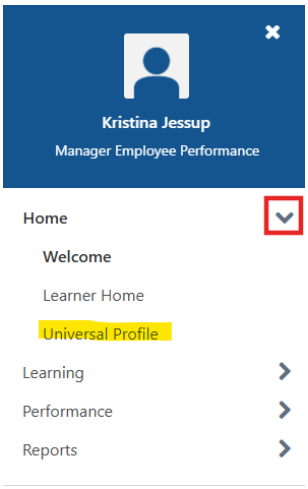
STEP 10. Click the **Submit** button to add the duty to the performance review or click the **Cancel** button to return to the prior screen.

How to Edit a Job Duty

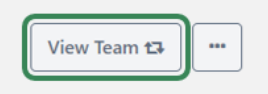
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. Select the **Show Navigation Menu** button, the hamburger icon (≡), in the top right corner of the MyPath home screen.

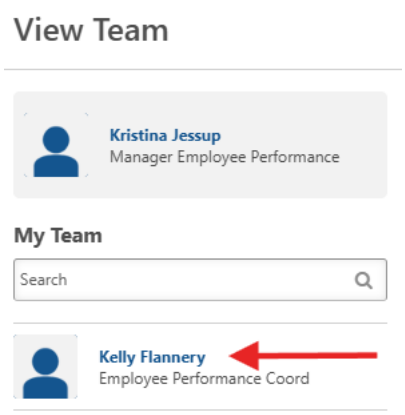
STEP 3. Select the **Universal Profile** link from the **Home** dropdown menu.

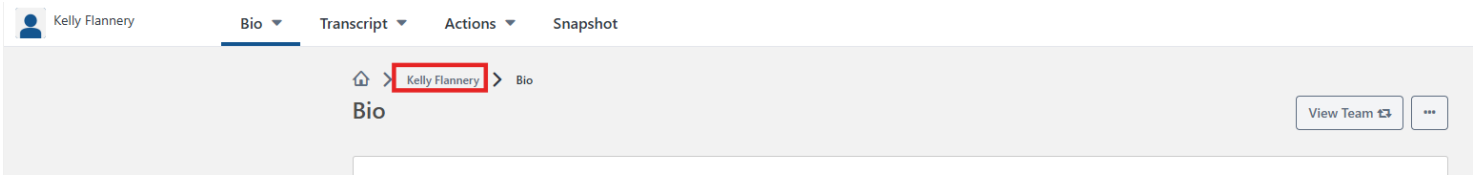


STEP 4. Click the **View Team** button.

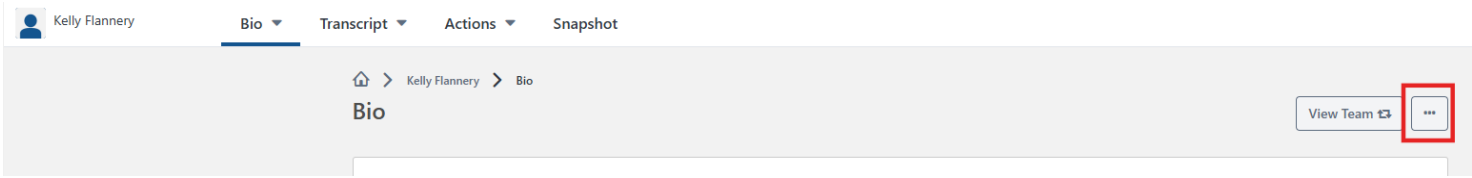


STEP 5. Click the **Employee's Name** link from the organizational chart below. The employee's name will then appear in the **Title**.

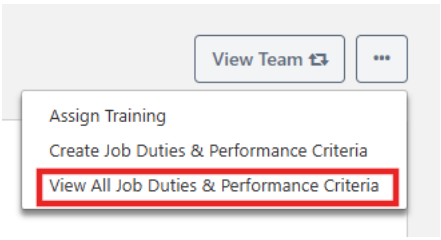




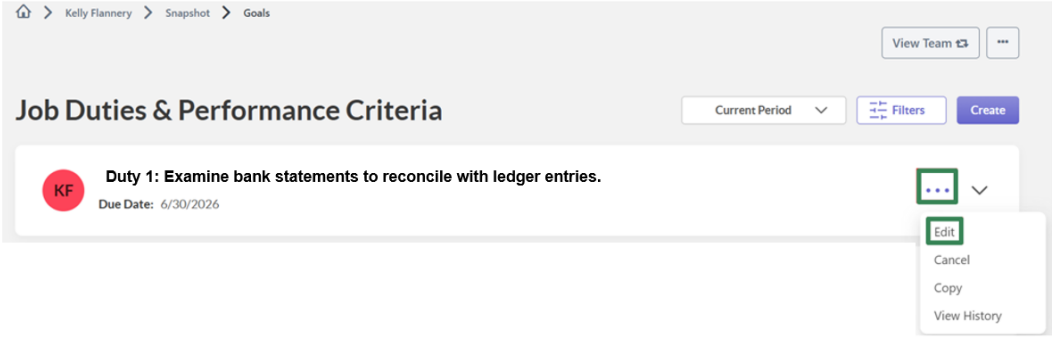
STEP 6. Click the ellipses **"…"** (**Options** button) in the top right corner of the screen.



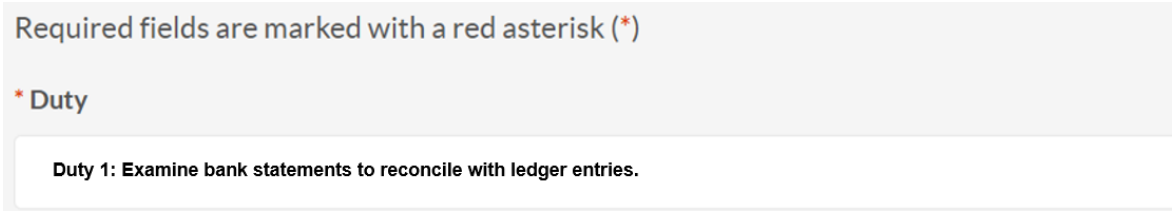
STEP 7. Click the **View All Job Duties & Performance Criteria** button.



STEP 8. The **Job Duties & Performance Criteria** page will load. Next to the desired job duty**,** select the ellipses **"…"** (**Options** button) and then select the **Edit** menu item.

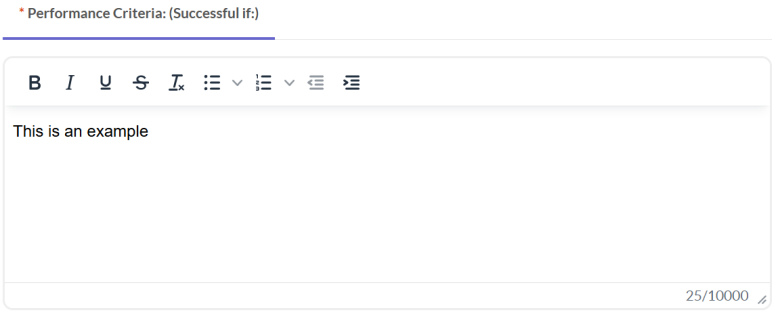


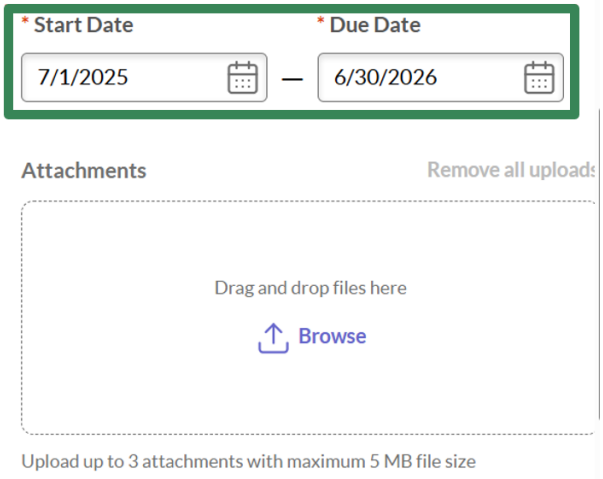
STEP 9. Review and edit the Job Duty as needed in the **Duty** text box.



STEP 10. Next, use the **Performance Criteria** text box to review and edit the performance criteria as needed.

Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employee is in a Stretched review cycle.





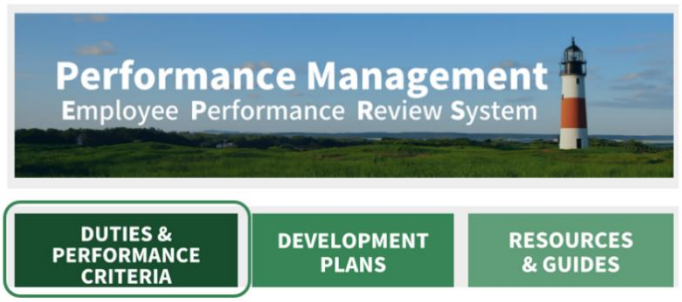
STEP 10. Click the **Submit** button to add the duty to the performance review or click the **Cancel** button to return to the prior screen.

How to Approve/Deny a Job Duty

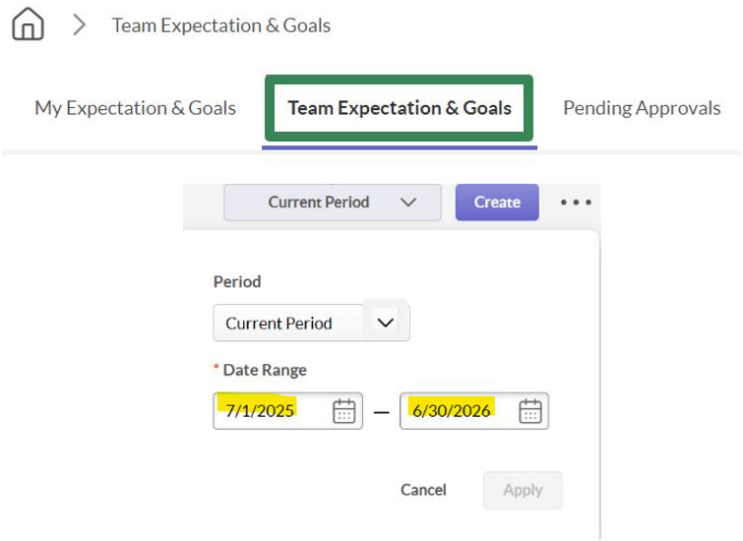
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. On the homepage, locate the 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**.

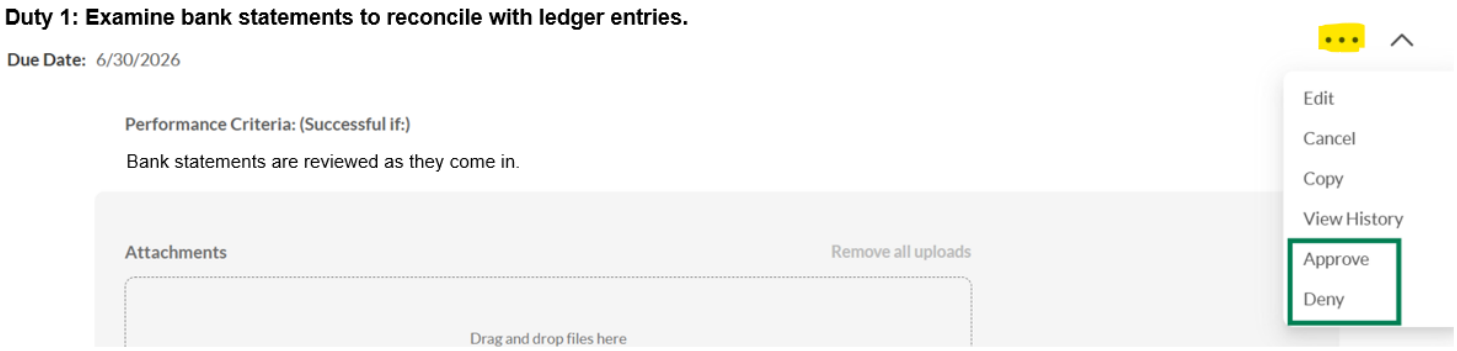


STEP 3. On either the **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** page, select the "Team Expectations and Goals" button.



Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employee is in a Stretched review cycle.

STEP 4. Locate the duty of interest and select the ellipses **"…"** (**Options** button) and select the Approve or Deny option.



STEP 5. Select "**approve**" or "**deny**," as needed.

How to Finalize a Draft Job Duty

The following steps guide a *supervisor* through submitting draft job duties. Drafting a job duty may be helpful to save progress on job duties that are not yet finalized. Please note, a draft job duty must be finalized to appear on the performance review.

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

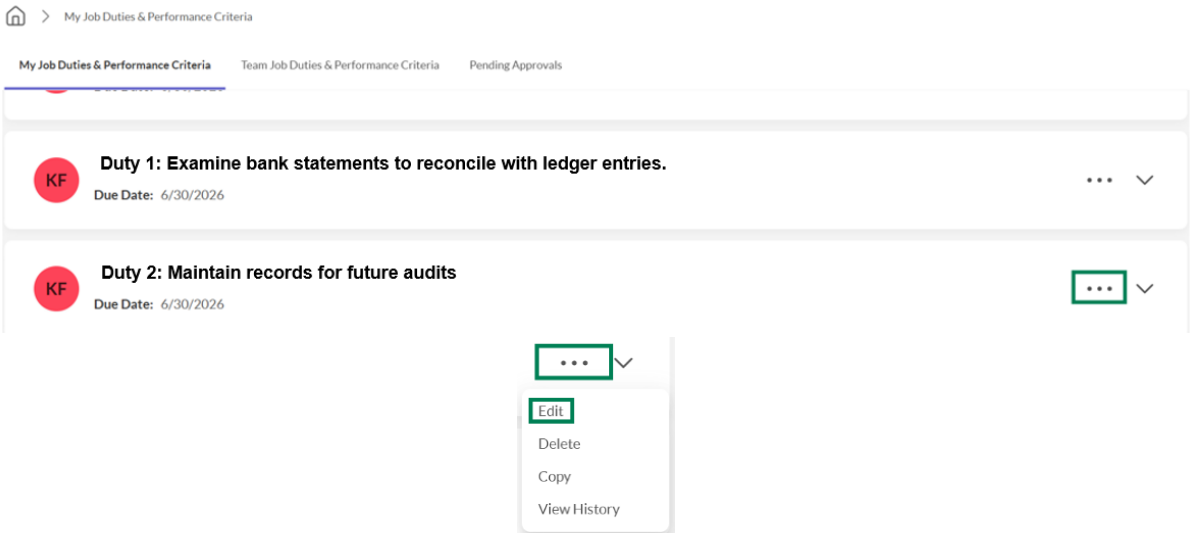
STEP 2. On the homepage, locate the **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** button.

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.

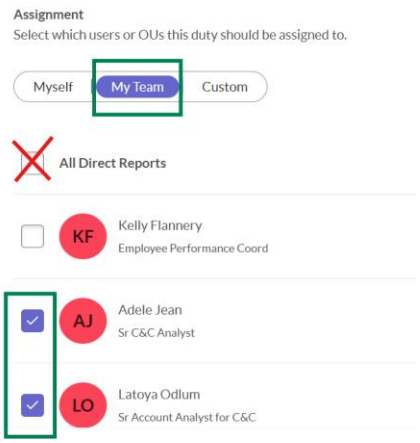
STEP 4. Click the **ellipses icon** button and then select the **Edit** menu item.



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

Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employee is in a Stretched review cycle.

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



Important: 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.

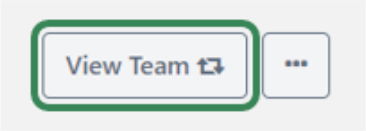
How to Undo a Job Duty Cancellation

The following steps guide a *supervisor* through undoing a job duty cancellation. **It should be noted that job duties should not be cancelled.** They should instead be rated as "N/A- Duty No Longer Performed" during Stage B and/or C. However, if a duty is cancelled in error, these steps illustrate how to undo the action.

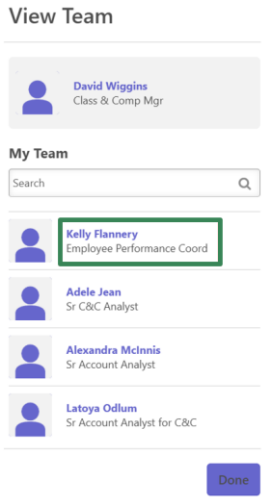
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. Click the **Create and Manage Duties link** to be brought to the **Snapshot** page.

STEP 3. Click the **View Team** button.

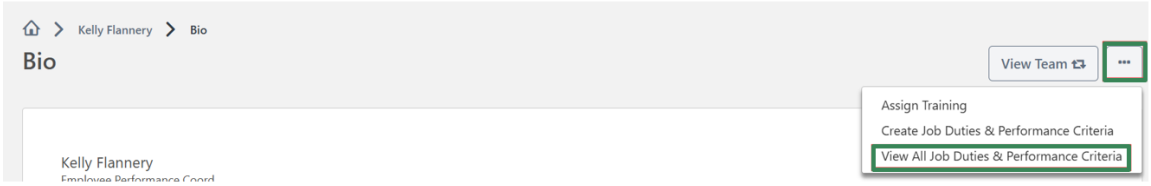


STEP 4. Click the **Employee's Name** link from the organizational chart below. The employee's name will then appear in the **Title**.

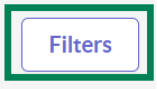


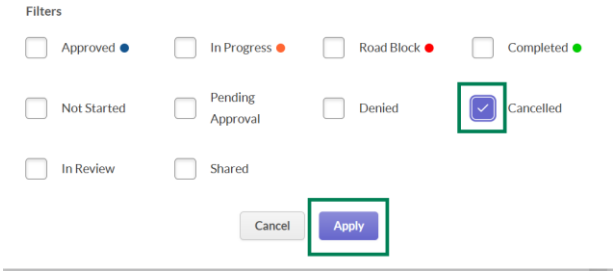
STEP 5. Click the ellipses **"…"** (**Options** button) in the top right corner of the screen.

STEP 6. Click the **View All Job Duties & Performance Criteria** button.

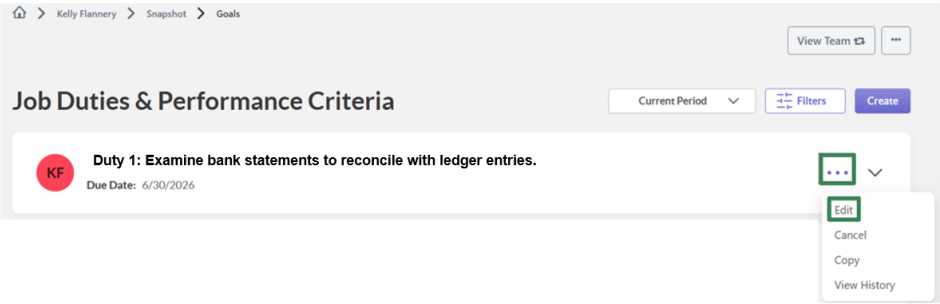


STEP 7. Select the **Filters button** and then select the **Cancelled checkbox** and select the **Apply button**.

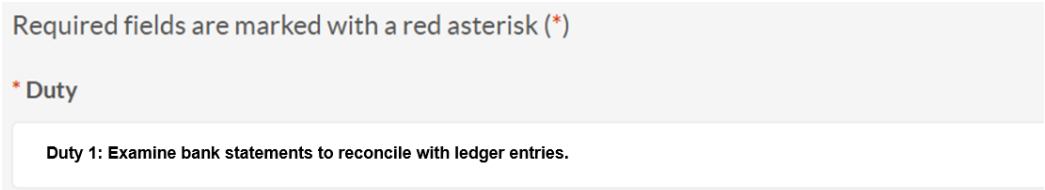




STEP 8. Find the cancelled job duty of interest. Select the ellipses **"…"** (**Options** button) to the right of the job duty and then select the **Edit** menu item.

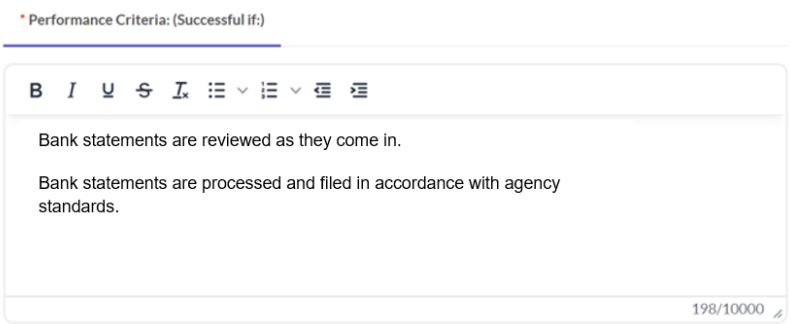


STEP 9. Review and edit the Job Duty as needed in the **Duty** text box.



STEP 10. Next, use the **Performance Criteria** text box to review and edit the performance criteria as needed.

Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employee is in a Stretched review cycle.



STEP 11. Click the **Submit** button to add the duty to the performance review or click the **Cancel** button to return to the prior screen. Once submitted, the job duty will no longer appear as cancelled.