

FY24 MassPerform Action Items and Due Dates

Phase	Manager Action Items	Due Date	Employee Action Items	Due Date	
Kickoff (On Cycle) Begins July 6 th for Active Managers	✓ Schedule Kickoff Check-in & enter expectations in MyPath	August 11, 2023	✓ Review expectations in MyPath and draft SMART Goals		
	✓ Conduct Kickoff Check-in	Before employee's goal entry deadline	✓ Participate in Kickoff Check-in ✓ Enter finalized goals into MyPath	September 15, 2023	
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date	
Kickoff (Off Cycle) For Managers Hired between July 7 th – Dec 31 st	✓ Schedule Kickoff Check-in & enter expectations in MyPath	25 Days after Kickoff Task assignment*	✓ Review expectations in MyPath and draft SMART Goals		
	✓ Conduct Kickoff Check-in	Before employee's goal entry deadline	✓ Participate in Kickoff Check-in ✓ Enter finalized goals into MyPath	25 Days after manager enters expectations*	
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date	
Wrap Up Begins April 29 th	✓ Conduct Wrap Up Check-in	After employee's Performance Reflection	✓ Complete Performance Reflection in MyPath	May 10, 2024	
	✓ Complete Manager Assessment & Rating in MyPath	May 31, 2024	✓ Participate in Wrap Up Check-in		
	Rating Approvals				
	✓ Share rating with employee	Available July 1, 2024	✓ Review final rating with manager		
	✓ Electronically sign rating in MyPath after sharing	July 12, 2024	✓ Electronically sign rating in MyPath after manager signs	July 19, 2024	

*New Users are imported into MyPath daily (Monday – Friday evening), so Off-Cycle Hires will be assigned the Kickoff task upon their import into the system. Managers will be automatically notified that they have a new task to complete. Both managers and employees will see *actual* due dates (e.g., October 2, 2023) associated with their steps.