

FY25 MassPerform Action Items and Due Dates

Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
Kickoff (On-Cycle) Begins July 1st for Active Managers	✓ Schedule Kickoff Check-in & enter expectations in MyPath	August 9, 2024	✓ 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 13, 2024
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
Kickoff (Off-Cycle) For Managers Hired July 2nd – Dec 31st	✓ Schedule Kickoff Check-in & enter expectations in MyPath	25 Days After Kickoff Task Assignment*	✓ Review manager's expectations in MyPath and draft SMART Goals	
	✓ Conduct Kickoff Check-in	Before employee's goal entry deadline	✓ Enter finalized goals into MyPath	
			✓ Enter finalized goals into MyPath	25 Days After Manager Sets Expectations*
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
Wrap Up Begins April 28th	✓ Conduct Wrap Up Check-in	After employee's performance reflection	✓ Complete Employee Performance Reflection in MyPath	May 9, 2025
	✓ Complete Manager Assessment & Rating in MyPath	May 30, 2025	✓ Participate in Wrap Up Check-in	
	Rating Approvals			
	✓ Share rating with employee during final Check-in	Available July 1, 2025	✓ Review final rating with manager	
	✓ Electronically sign rating in MyPath after final check-in	July 11, 2025	✓ Electronically sign rating in MyPath after manager signs	July 18, 2025

*HR/CMS and MyPath communicate daily; however, please be advised it can take up to four (4) days for changes to reflect in MyPath.

Off-Cycle hires will be assigned the Kickoff task upon their import into the system. Managers are automatically notified when they have a new task to complete for their new hire. Both managers and employees see *actual* due dates (i.e., October 2, 2024) associated with their steps.

Reminder: Manager-level employees hired on/after January 1st are ineligible for a performance review during that current fiscal year. Expectations and goals will need to be discussed/drafted *outside* of the MyPath system.