

MassPerform

Expectations Feedback Development

Kickoff (On-Cycle) Begins
July 1st for Active
Managers



Manager Action Items

- ✓ Schedule Kickoff Check-in & enter expectations in MyPath: **due August 15, 2025**
- ✓ Conduct the Kickoff Check-in: **due before employee's goal entry deadline**

Employee Action Items

- ✓ Review expectations in MyPath and draft SMART Goals
- ✓ Participate in the Kickoff Check-in
- ✓ Enter finalized goals into MyPath: **due September 12, 2025**

Manager Action Items

- ✓ Schedule Kickoff Check-in & enter expectations in MyPath: **due 25 days after Kickoff task assignment***
- ✓ Conduct the Kickoff Check-in: **due before employee's goal entry deadline**

Employee Action Items

- ✓ Review expectations in MyPath and draft SMART Goals
- ✓ Participate in the Kickoff Check-in
- ✓ Enter finalized goals into MyPath: **due 25 days after the manager sets expectations***

*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 (e.g., October 2, 2025) associated with their steps.

Kickoff (Off-Cycle)
For Managers Hired
July 2nd - Dec 31st



Wrap Up
Begins April 27th



Employee Action Items

- ✓ Complete Employee Performance Reflection in MyPath: **due May 8, 2026**
- ✓ Participate in the Wrap Up Check-In

Manager Action Items

- ✓ Conduct the Wrap Up Check-In: **due after the employee's performance reflection**
- ✓ Complete Manager Assessment & Rating in MyPath: **due May 29, 2026**

Rating Approvals

Manager Action Items

- ✓ Share the rating with the employee during the final check-in: **ratings will be available on June 30, 2026**
- ✓ Electronically sign the rating in MyPath after the final check-in: **due July 10, 2026**

Employee Action Items

- ✓ Review the final rating with the manager during the final check-in
- ✓ Electronically sign the rating in MyPath after the manager signs: **due July 17, 2026**

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.