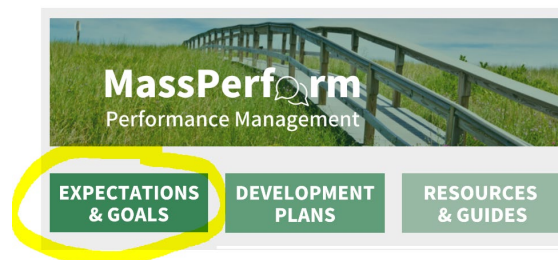


## Manager or Employee: Add Comments to an Expectation or Goal

The following steps guide you through the process of adding comments to MassPerform expectations and/or goals. Comments can be added by both the manager and employee at any point throughout the performance review cycle, but are especially valuable to memorialize feedback shared during MassPerform Check-in conversations. **All comments added are visible to both the employee and manager.**





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

**STEP 2.** On the homepage, click the **Expectations & Goals** box on the right side of the screen.



**STEP 3.** **Managers**, to view the expectations you set for your employees, view the **Team Expectations & Goals** tab. **Employees**, to view your expectations for you, click the **My Expectations & Goals** tab.

**STEP 4.** Next to the applicable expectation, click the **expand user goals >** button next to the name of the employee whose expectations you wish to add comments.

29%	<b>Expectation 1</b> Status: On Track Due Date: 6/30/2022 Expectation Category: Diversity	 
70%	<b>Expectation 2</b> Status: On Track Due Date: 6/30/2022 Expectation Category: Innovation	 

**STEP 5.** After expanding the expectation, both the manager and employee can view the employee's goals and progress. Scroll down and click the **Add Comment** button.

The screenshot shows a web interface for 'Expectation 1'. At the top, it displays '29%' and 'Expectation 1' with a status of 'On Track', a due date of '6/30/2022', and a category of 'Diversity'. Below this is a 'Description' section with a 'Start Date' of '7/1/2021'. A 'Goals' section contains a table with one goal: 'Goal #1 for Expectation 1' with a target of '100%', start date '7/1/2021', due date '6/30/2022', and an actual value of '25'. Below the goals is an 'Attachments' section with a 'Choose File' button and a note 'Upload up to 3 attachments. Maximum upload 1mb'. At the bottom is a 'Comments' section with a red-bordered 'Add Comment' button.

**STEP 6.** Use the text field that opens to enter comments, such as a summary of key discussion points or feedback exchanged during a MassPerform Check-in or comments about goal progress to date. When complete, click the **Add** button.

The screenshot shows a rich text editor for adding comments. It features a toolbar with various formatting options like bold, italic, underline, and link. The text area contains the placeholder text 'Summary of key dialogue from MassPerform Check-in conversation.'. At the bottom right, there are 'Cancel' and 'Add' buttons.

**STEP 7.** Repeat as necessary to add comments to additional expectations.  
**Comments are viewable by both the manager and the employee.**

The screenshot shows a list of comments under the heading 'Comments'. The first comment is from an 'Employee' posted '4 minutes ago' with the text 'Summary of key dialogue from MassPerform Check-in conversation.'. The second comment is from a 'Manager' posted '1 minute ago' with the text 'Manager comment from MassPerform Check-in conversation.'. At the bottom, there is an 'Add Comment' link.