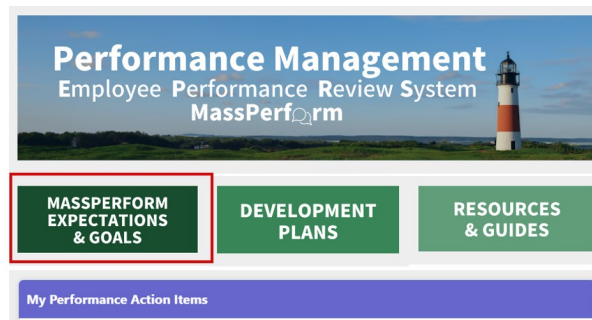


Manager or Employee: Add Comments to an Expectation or Goal

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. Additionally, all comments will be visible in the printed/downloaded performance review.**

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

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



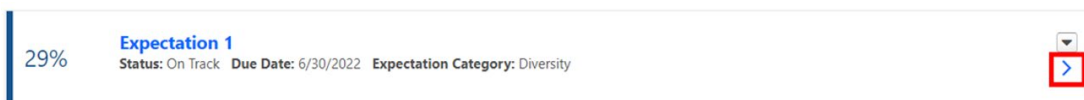
STEP 3. Managers, to view the expectations you set for your employees, click the **Team Expectations & Goals** tab. **Employees**, to view your expectations for you, click the **My Expectations & Goals** tab.



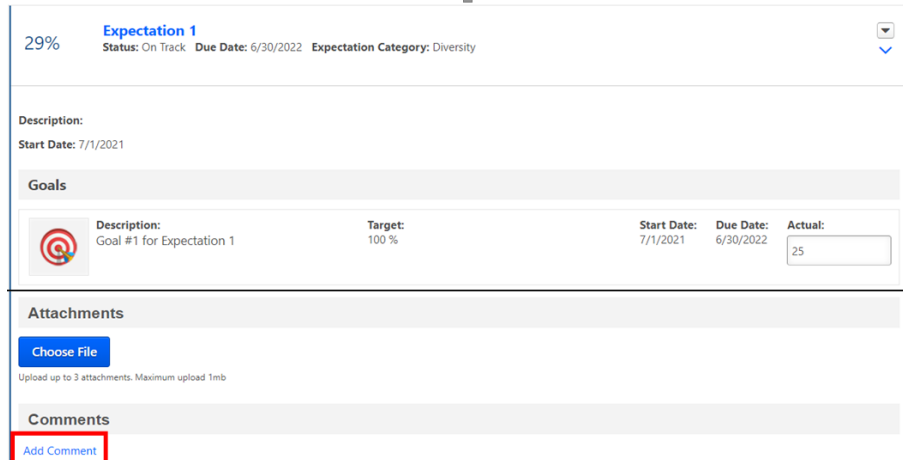
STEP 4. Managers, locate the employee to whom you wish to add comments to their expectation(s). Next to the applicable employee, click the **Expand User Goals >** button.



STEP 5. A list of the expectations for that employee will be displayed. Find the expectation for which you'd like to add comments, and then click the **Expand >** button.

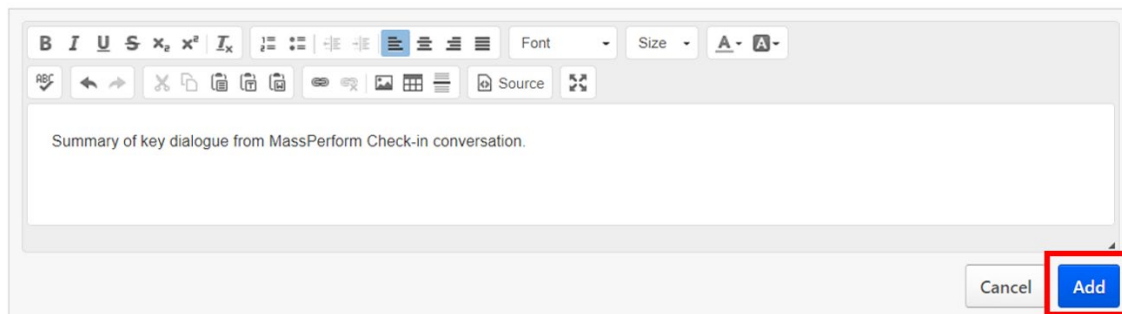


STEP 6. After expanding the expectation, scroll down and click the **Add Comment** button located under the Comments section.



The screenshot shows a web interface for 'Expectation 1'. At the top, it displays '29%' completion, 'Status: On Track', 'Due Date: 6/30/2022', and 'Expectation Category: Diversity'. Below this is a 'Description' section with a 'Start Date: 7/1/2021'. A 'Goals' section contains a table with columns for 'Description', 'Target', 'Start Date', 'Due Date', and 'Actual'. The first row shows 'Goal #1 for Expectation 1', '100 %', '7/1/2021', '6/30/2022', and a text input field containing '25'. Below the goals is an 'Attachments' section with a 'Choose File' button and the text 'Upload up to 3 attachments. Maximum upload 1mb'. At the bottom is a 'Comments' section with an 'Add Comment' button highlighted in red.

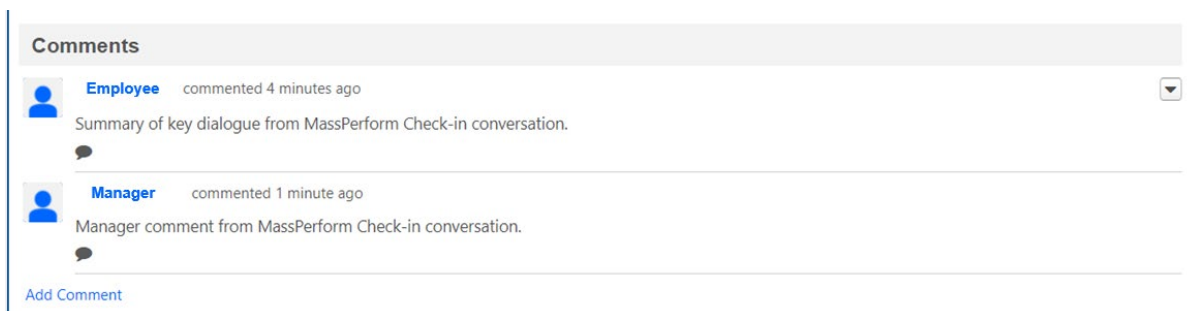
STEP 7. After clicking the **Add Comment** button, a text field will appear. Use this section to enter comments, such as a summary of key discussion points or feedback exchanged during a MassPerform Check-in or comments about goal progress to date. When complete, click the **Add** button.



The screenshot shows a rich text editor for adding a comment. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source, and full screen. The text area contains the text 'Summary of key dialogue from MassPerform Check-in conversation.'. At the bottom right, there are 'Cancel' and 'Add' buttons, with the 'Add' button highlighted in red.

STEP 8. Repeat as necessary to add comments to additional expectations.

Note: Comments are viewable by both the manager and the employee. Additionally, all comments will be visible in the printed/downloaded performance review. Please be mindful of this when writing comments.



The screenshot shows a 'Comments' section with two entries. The first entry is from an 'Employee' who commented '4 minutes ago' with the text 'Summary of key dialogue from MassPerform Check-in conversation.'. The second entry is from a 'Manager' who commented '1 minute ago' with the text 'Manager comment from MassPerform Check-in conversation.'. Below the comments is an 'Add Comment' link.