



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 capture 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.

Performance Management Employee Performance Review System MassPerform		
MASSPERFORM EXPECTATIONS & GOALS	DEVELOPMENT PLANS	RESOURCES & GUIDES
Performance Action Item	_	

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.

	Tiffany Hanchett Strategic Project Manager	97% Complete
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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.

29%	Expectation 1 Status: On Track Due Date: 6/30/2022 Expectat					▼ ▼
Description: Start Date: 7/1	/2021					
Goals						
0	Description: Goal #1 for Expectation 1	Target: 100 %	Start Date: 7/1/2021	Due Date: 6/30/2022	Actual:	
Attachm	ents					
Choose File	schments. Maximum upload 1mb					
Commen	its					
Add Commen	t	-				

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.

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* • • × 6 ê ê e	🛎 🛒 🔛 🗮 📄 🕞 Source 🛛 💈	5		
Summary of key dialogue from MassF	erform Check-in conversation.			
				Cancel Add

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.

Emplo	loyee commented 4 minutes ago	•
Summa	ary of key dialogue from MassPerform Check-in conversation.	
,		
Mana	ager commented 1 minute ago	
Manage	The comment from MassPerform Check-in conversation	
Ivianaye	ger comment norm wassrenorm check-in conversation.	