

Employee: Enter Goals at Kickoff

The following steps guide you through the process to create your employee goals during the MassPerform Kickoff task. This step will occur *after* your manager has set expectations and you have discussed how your goals align with those expectations at the Kickoff Check-in meeting.

Please note: As the employee, it is not your responsibility to enter expectations. You are only entering the goals within each expectation your manager submitted.

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

STEP 2. On the homepage, locate the **My MassPerform Action Items** box on the right side of the screen and click the **FYXX MassPerform Kickoff: Employee Enter Goals** link.

Your Action Items	
	Due Date
FY22 MassPerform Kickoff: Employee Enter Goals	6/2/2021
FY22 MassPerform Wrap Up for Monica Geller	6/3/2021

STEP 3. The **FYXX MassPerform Kickoff Overview** screen will open. To proceed, click the **Get Started** button at the bottom of the screen.

Note: Please do not proceed in entering your goals if you have yet to have your Check-in meeting with your manager. The Check-in meeting is a time for your manager to discuss their expectations of you and you discuss how your goals will meet their expectations.

STEP 4. After you and your manager have met and discussed/agreed upon your goals, review the on-screen instructions, and then click the down-arrow **More Options** button beside each expectation and click **Edit** to enter your corresponding SMART goals.

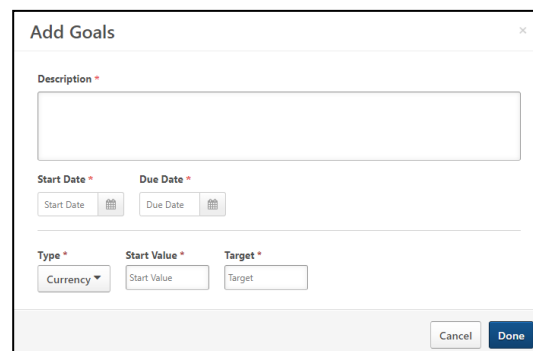
STEP 5. On the **Create Expectation & Goals** screen, review the expectation details provided by your manager and click the **Add Goals** button.

Goals

Add Goals

STEP 6. The **Add Goals** pop-up box will open.

- In the **Description** comment box, enter specific details of each goal by outlining your goal and how it meets the expectation set by your manager. *Do **not** enter multiple goals in the description box. If you have multiple goals for one expectation, do one at a time by repeating step 5.*
- Enter a **Start Date** and **Due Date** for each goal.
- Use the **Type** drop-down option and select a measurement type. For example, if your goal is to increase production by 20%, then the **Type** would be %.
- Enter the **Start Value** (where you are starting today) and **Target** (where you want to be by the expectation's due date). For example, using the goal to "increase production by 20%," the **Start Value** would be 0% and the **Target** would be 20%.
- Click the **Done** button.



STEP 7. You will be redirected to the **Create Expectations & Goals** screen. If you have additional goals for this expectation, repeat steps 5 – 6. When all your goals have been added for this expectation, scroll to the bottom of the screen, and click the **Save** button. For detailed instructions, watch this two-minute [video demonstration](#).

STEP 8. You will be redirected to the **Expectations & Goals** screen. Click the **More...** button below the **Due Date** within each expectation to view the goal(s) you entered and to confirm that the goal(s) you entered for that expectation are properly showing.

STEP 9. Repeat Steps 4 – 8 for each expectation set by your manager.

STEP 10. When all your goals have been created for **each** expectation, click the **Submit** button.

STEP 11. The **Submit Review** pop-up box will open. Click the **Submit** button *again* to complete Kickoff.

Tip: You will know you've successfully submitted your Kickoff action item when the **FYXX MassPerform Kickoff** link disappears from your **My Action Items Box** on the homepage.