

## Manager: Enter New Expectation

MassPerform encourages adding and updating expectations as business priorities change throughout the year. Do not use this job aid if you have not completed Kickoff. Managers, follow [this job aid](#) if it's your first time entering expectations for the new fiscal year as that process is a bit different. *After* you have initially entered expectations during Kickoff, follow the steps below to add new expectations *throughout* the year. For detailed video instructions, please watch the 2-minute [video demonstration here](#).

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

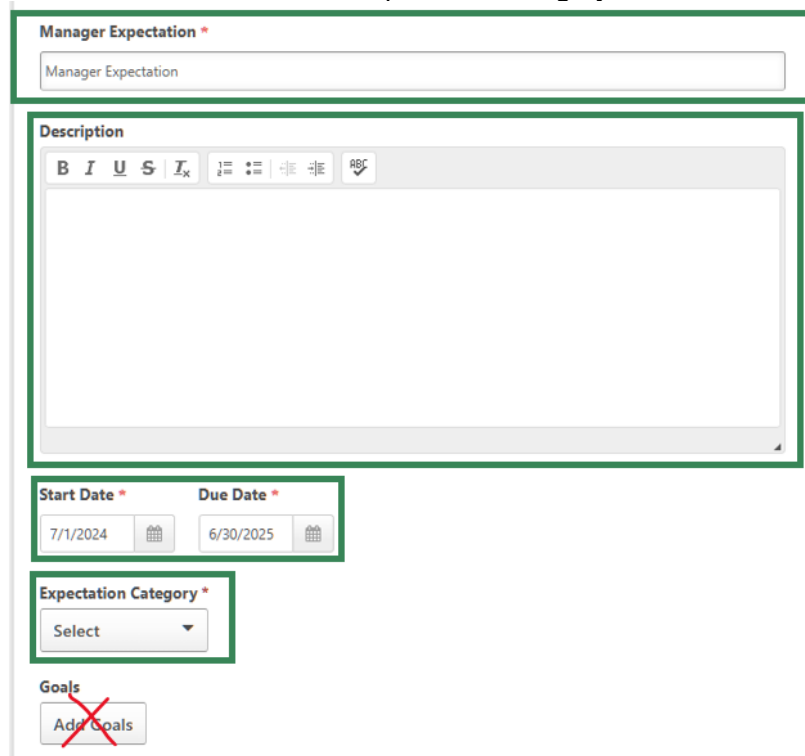
**STEP 2.** On the homepage, click the **MassPerform Expectations & Goals** button.



**STEP 3.** On the **My Expectations & Goals** screen, click the **Create** button in the top right corner.



**STEP 4.** Enter the specific details for the new expectation including the manager expectation title, the expectation description, the start and due dates, and the expectation category.



**Note:** Do not click the **Add Goals** button as this is where your employee(s) will review your new

expectation(s) and enter or edit their corresponding goals.

**STEP 5.** At the bottom of the page, in the **Assignment** section, click the **Your Team** radio button.

**Note:** The expectation will automatically be assigned to “Yourself”. To assign the expectation to an employee(s), you must manually change the assignment to “Your Team.”

**Assignment \***

Select which users or OUs to

☐ Yourself ☒ Your team

**STEP 6.** A list of your direct reports will appear. Check the box to the left of the associated employee’s name. You will see your own name appear in the list as well. It’s important to ensure you are only selecting the employee(s) to whom you wish to assign the expectation.

**Do not cascade down to any indirect reports. Only select the checkboxes to the left of each direct report to whom you wish to assign this new expectation.**

**Assignment \***

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

<input type="checkbox"/> Name	Title	Direct and Indirect Reports
<input type="checkbox"/> David Wiggins	Class Comp Mgr	<input type="checkbox"/>
<input type="checkbox"/> Jared Garland	Asst Dir, Class Comp	<input type="checkbox"/>

**Options**

☒ Create a separate goal for each user.

**Note:** All direct reports, including any bargaining unit or confidential employees, will appear on this list. Only assign expectations to your **management** direct reports who participate in MassPerform. Do not use the “Direct and Indirect Reports” button! It is best practice to assign an expectation to one employee at a time to ensure you are not assigning expectations to the wrong people.

**STEP 7.** Click the **Submit** button at the bottom of the screen.

**STEP 8.** Notify your respective employee(s) that you have entered a new expectation(s) into MyPath. Instruct them to log in to MyPath to view the new expectation(s) and enter corresponding goals.

## How to Submit a Draft Expectation

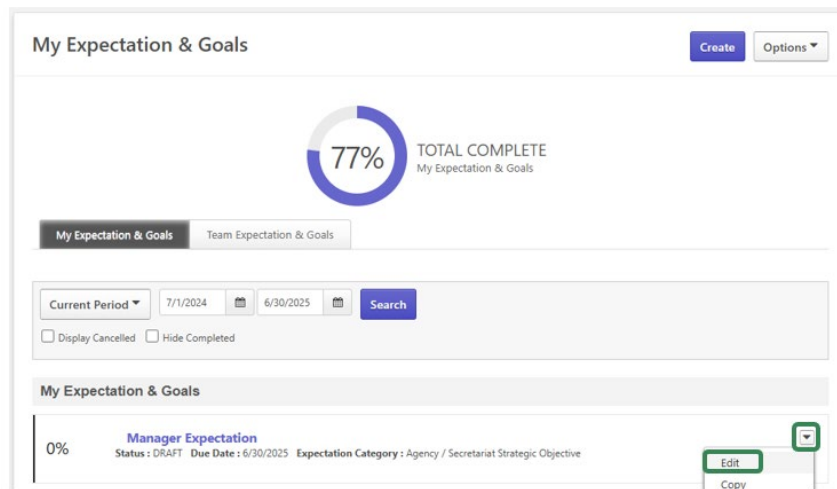
**STEP 1.** Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

**STEP 2.** On the homepage, locate the **MassPerform Expectations & Goals** button.



**STEP 3.** In your **My Expectation & Goals** tab, scroll down until you locate the draft expectation.

**STEP 4.** Click the **Goal Options** dropdown button and then select the **Edit** menu item.



**STEP 5.** Review and edit the expectation as needed.

**Note:** Do not alter the **Start Date** and **Due Date** as it defaults to the applicable performance review period.

**STEP 6.** Ensure that the correct employee or employees have been selected under the **Assignment** section.

**Assignment \***

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

<input type="checkbox"/> Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input checked="" type="checkbox"/> Michel Gerard		
<input checked="" type="checkbox"/> Sookie St. James		

**Important:** Never select the **Direct and Indirect Reports** checkbox.

**STEP 7.** Click the **Submit** button to add the expectation to the performance review or click the **Cancel** button to return to the prior screen.