

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 <u>this job aid</u> 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.

Performa Employee Per M	nce Manage formance Review : assPerf _Q rm	ment System
MASSPERFORM EXPECTATIONS & GOALS	PERFORMANCE REVIEWS	RESOURCES & GUIDES

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.

Manager Expectation * Manager Expectation	
Description B I U S II _x I≣ :≣ die die ®S	
front Data de	
Start Date Due Date 7/1/2024 6/30/2025	
Expectation Category *	
Goals Add Spals	

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 <u>must</u> manually change the assignment to "Your Team."

Assignment *				
Select which users or OUs 1				
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. <u>Only select the checkboxes to the left of each</u> <u>direct report to whom you wish to assign this new expectation</u>.

Assignment *		
Select which users or OUs this goal should be assigned to.		
🔘 Yoursel 💿 Your team 💭 Custom Assignment		
Name	Title	Direct and Indirect Reports
David Wiggins	Class Comp Mgr	\mathbf{X}
Jared Garland	Asst Dir, Class Comp	
Options Create a separate goal for each user. 		
	Cancel	ave as Draft Submit

Note: All direct reports, including any bargaining unit or confidential employees, will appear on this Only assign expectations to your **management** direct reports who participate in MassPerform. <u>Do not use the "Direct and Indirect Reports" button!</u> 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.

My Expectation & Goals	Create Options *
TOTAL COMPLETE My Expectation & Goals	
Current Period ▼ 7/1/2024 Image: Completed Search Display Cancelled Hide Completed	
My Expectation & Goals	
0% Manager Expectation Status: DRAFT Due Date: 6/30/2025 Expectation Category: Agency / Secretariat Strategic Objective	Edit

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.

Assign	nment *		
Select	which users or OUs this goal should be assigned to.		
O Yo	urself 💽 Your team 🔘 Custom Assignment		
	Name	Title	ect and Indirect Reports
	Michel Gerard	Sec. 1970 (1971)	\mathbf{X}
•	Sookie St. James	Stationary .	

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.