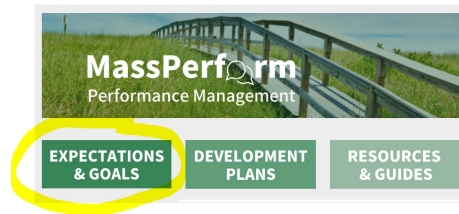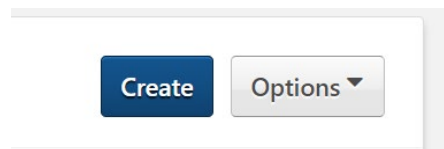# Manager: Enter New Expectation

MassPerform encourages adding and updating expectations as business priorities change throughout the year. After you have initially entered expectations during Kickoff, the process of adding additional expectations is a bit different. Follow the steps below to ***add new expectations*** throughout the year.

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

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

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:** *Leave the **Goals** section blank as this is where your employee(s) will review your expectation(s) and enter or edit their corresponding goals.*

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

==The **Yourself** radio button will automatically be checked, so it's imperative you change this to **Your Team** to not assign yourself the expectation.==

Assignment *
Select which users or OUs this goal should be assigned 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) you wish to assign the expectation to.*

Assignment *
Select which users or OUs this goal should be assigned to.
○ Yourself ◉ Your team

☐	Name	Title	Direct and Indirect Reports ☐
☐	👤 Jared Garland	Asst Dir, Class & Comp	
☑	👤 Tiffany Hanchett	Strategic Project Manager	

Options
◉ Create a separate goal for each user.

[Cancel] [Save as Draft] [**Submit**]

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. Expectations assigned to the bargaining unit or confidential employees will not appear.*

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

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