MyPath MassPerform

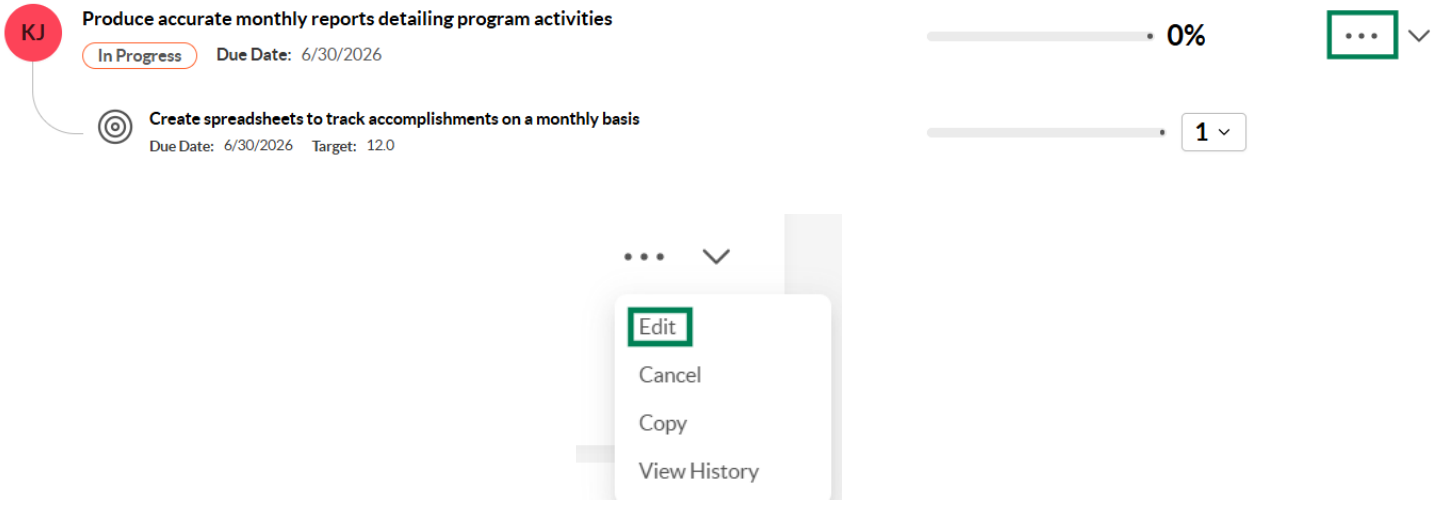
## Employee: Enter New Goals

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

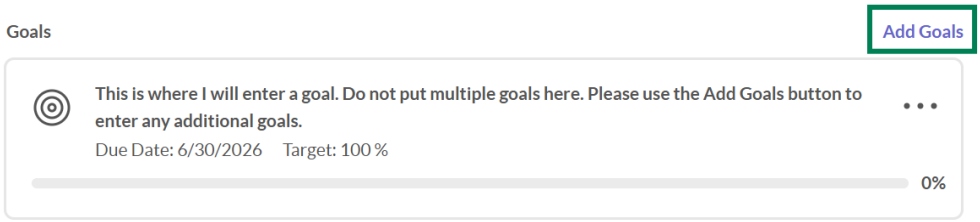
**STEP 2.** On the homepage, click the **Expectations & Goals** box on the right side of the screen.

**STEP 3.** From the **My Expectation & Goals** screen, click the **Ellipses icon** ••• next to the corresponding expectation and select **Edit**.

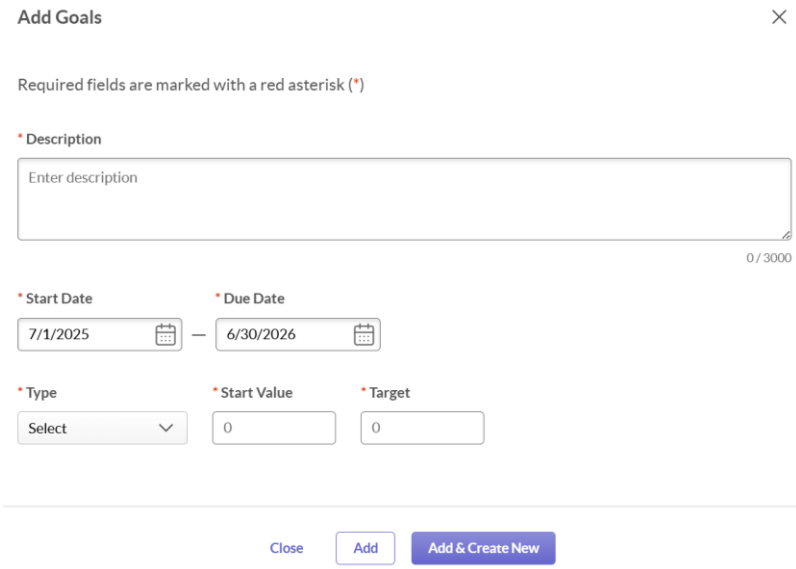



***Note:*** *If your manager has not added the expectation with which your new goal should be associated, please connect with your manager to have them add the new expectation using this job aid.*

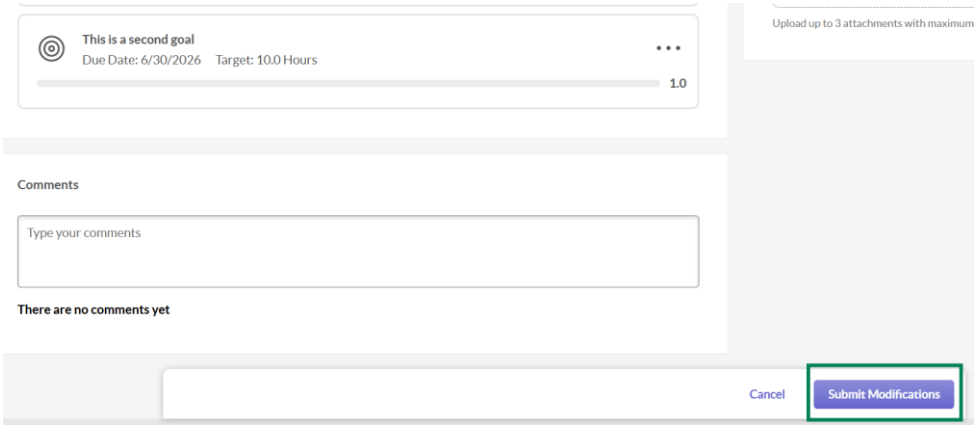
**STEP 4.** The **Edit Expectations & Goals** screen will open for that expectation. Click the **Add Goals** button.




**STEP 5.** The **Add Goals** pop-up window will open.




1. Enter specific details into the **description** box outlining your goal and how it meets the expectation set by your manager.
2. Enter a **Start Date** and **Due Date**.
   **Note:** *The system will default to the dates entered by your manager. Only edit the Start and Due Dates as necessary.*
3. Use the drop-down option to select a Goal **Type** and select the measurement. For example, if your goal is to increase production by 20%, then the **Type** would be **%**.
4. Enter the **Start Value** (where you are starting today) and **Target** (where you want to be by the expectation due date). For example, using the goal to increase production by 20%, the **Start Value** would be 0% and the **Target** would be 20%.

**STEP 6.** Select the **Add & Create New** button if you have more goals to input for the expectation. **If this is the only goal or last goal associated with the expectation**, please select the **Add** button to save your goals for that expectation and return to the **Edit Expectation & Goals** screen.

**STEP 7.** You will be redirected to the **Expectations & Goals** screen. If you have additional goals for this expectation, click the **Add Goals** button again and repeat Step 5. When all your goals have been added for this expectation, scroll to the bottom of the screen, and click the **Submit Modifications** button.