



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.

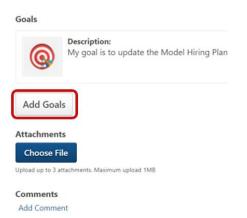


STEP 3. From the My Expectation & Goals screen, click the goal options drop-down arrow button next to the corresponding expectation and select Edit.

Support Class & Comp Initiatives Status : On Track Due Date : 6/30/2025 Expectation Category : Other	
	/
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 <u>this job aid</u>.

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.

Add Goals				×
Description *				
Start Date *	Due Date *			
7/1/2023	6/30/2024			
Туре *	Start Value *	Target *		
Currency *	Start Value	Target		
			Cancel	Done
	_			

- 1. Enter specific details into the **description** box outlining your goal and how it meets the expectation set by your manager.
- 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%.
- 5. Click the **Done** button.
- STEP 6. 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 button.



