

Manager or Employee: Add Comments to an Expectation or Goal

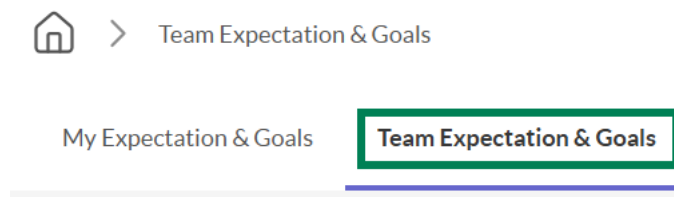
The following steps guide you through the process of adding comments to MassPerform expectations and/or goals. Comments can be added by both the manager and employee at any point throughout the performance review cycle but are especially valuable to capture feedback shared during MassPerform Check-in conversations. **All comments added are visible to both the employee and manager.** Additionally, all comments will be visible in the printed/downloaded performance review.

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 on the right side of the screen.



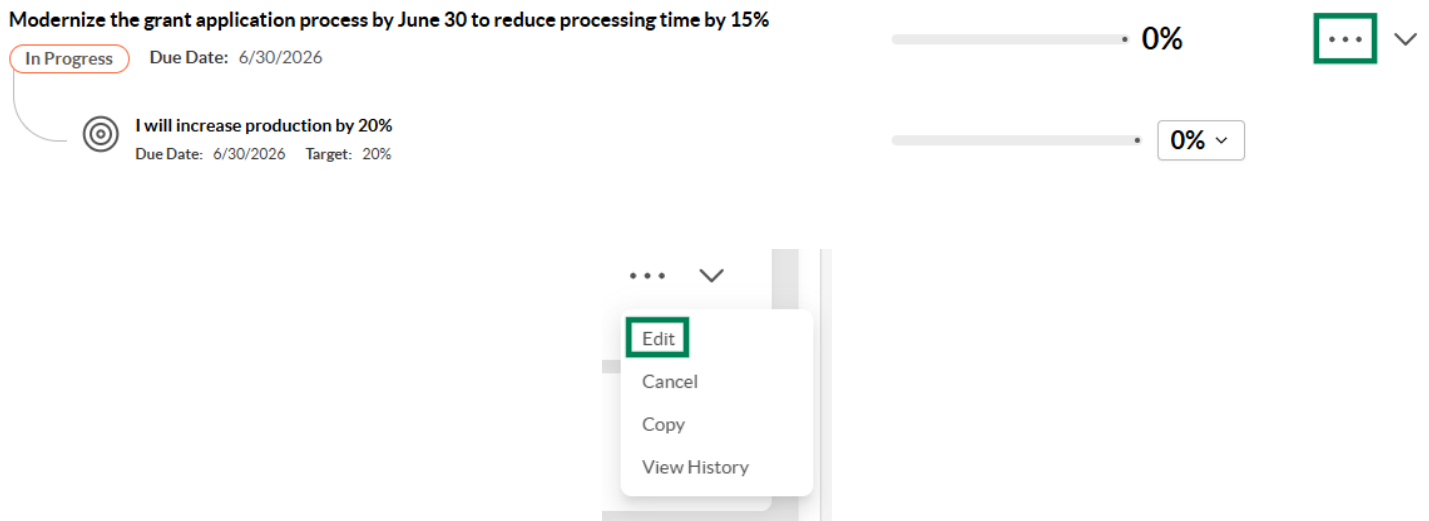
STEP 3. Managers, to view the expectations you set for your employees, click the **Team Expectations & Goals** tab. **Employees**, to view your expectations for you, remain in the **My Expectations & Goals** tab.



STEP 4. Managers, locate the employee to whom you wish to add comments to their expectation(s). Next to the applicable employee, click the **Expand** button.

4 Members ↓↑		On Track ↓↑	In Progress ↓↑	Road Block ↓↑	Completed ↓↑	
	Adele Jean Sr C&C Analyst	1	0	0	0	

STEP 5. On the desired expectation, select the **Ellipsis icon** button to expand options and select the **Edit** option.



STEP 6. After expanding the expectation, scroll down and navigate to the text container located under the comments section.

Edit Expectation & Goals

Required fields are marked with a red asterisk (*)

* Manager Expectation

Modernize the grant application process by June 30 to reduce processing time by 15%

Description

B I U S L ☰ ▼ ☷ ▼ ☲ ☳

This is where I will describe this expectation in further details (optional)

Goals

I will increase production by 20%
Due Date: 6/30/2026 Target: 20 %

Comments

Type your comments

STEP 7. Use this text container to enter comments, such as a summary of key discussion points or feedback exchanged during a MassPerform Check-in or comments about goal progress to date. When complete, click the **Post** button.

Comments

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X²

sans-serif

16px

Paragraph

...

Here is where I add any additional comments

Cancel

Post

STEP 8. Repeat as necessary to add comments to additional expectations.

Note: Comments are viewable by both the manager and the employee. Additionally, all comments will be visible in the printed/downloaded performance review. Please be mindful of this when writing comments.

Comments

Employee

commented 4 minutes ago

Summary of key dialogue from MassPerform Check-in conversation.

Manager

commented 1 minute ago

Manager comment from MassPerform Check-in conversation.

Add Comment