MyPath »   # MassPerform

Manager: Set Expectations at Kickoff

The following steps guide a manager through the process of setting expectations for an employee at Kickoff. It is best practice to create 2 – 4 expectations per employee, and one should promote Diversity, Equity, and Inclusion. 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, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Kickoff for Your Team** link.

My Performance Action Items	
	Due Date
FY25 MassPerform Kickoff for Your Team	5/20/2024
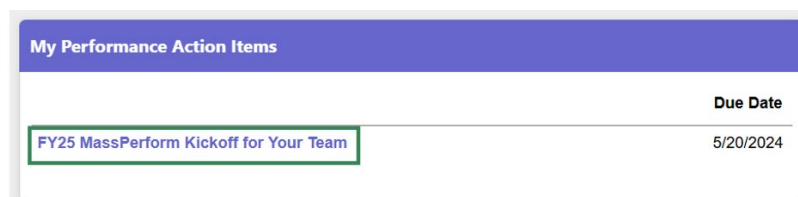
STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then select the **Next** button at the bottom of the screen to proceed.

Note: You may also select the **Employee's Name** button on the left-hand panel to navigate between sections.
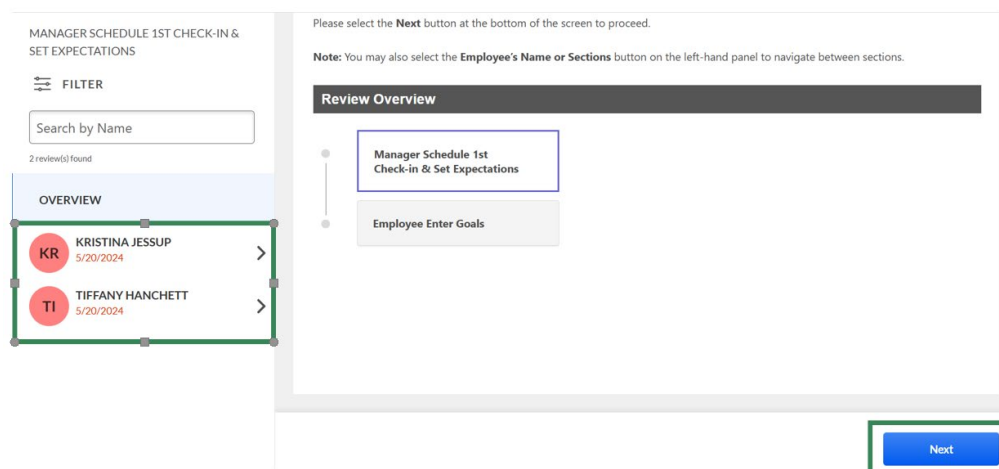
STEP 4. You'll arrive at the **Schedule 1ˢᵗ Check-in** page. First, review the on-screen instructions and then determine the **Date of First Check-in** by clicking the calendar icon button. *Remember to manually send Outlook invites for the Kickoff Check-in and future meetings as MyPath is not currently integrated with Outlook.*

Date of First Check-in
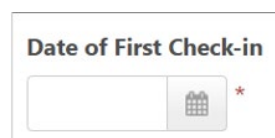
STEP 5. Next, click the **Select** drop-down menu button to establish a Check-in cadence (quarterly at minimum).

Check-in Cadence Selected

| Select | ▼ | * |

✓	Select
	Quarterly (minimum)
	Monthly
	Biweekly
	Weekly

STEP 6. Click the **Save for Later** button at the bottom of the screen if you wish to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to continue with setting expectations.

Reminder: Schedule your first check-in *before* entering expectations. Please take a moment to schedule this in Outlook with your employee(s) if you have not already done so.

STEP 7. If you choose to proceed, you'll arrive at the **Expectations and Goals** page. Click the **Add Expectation & Goals** button above the instructions to enter expectations.

Add Expectation & Goals

This will open a new screen – **Create Expectation & Goals.** Remember that *at least one expectation* that promotes diversity, equity, and inclusion (DEI) is required. Click the **Library** button on this screen to select a DEI expectation (or create your own). A **Library** pop-up box will open. Click the radio button next to your desired DEI expectation and click the **Import** button.

Create Expectation & Goals   Library

MANAGER:
- Use the "Manager Expectation" and "Description" fields below to enter one expectation for the employee.
  - Expectation can be brief but should be actionable for your employee.
  - Check-in meetings are an opportunity for you to clarify expectations.
- Select a start date, end date, and expectation category.

Note: If you are an EPRS supervisor creating job duties for a direct report please visit the **Snapshot Page.**

EMPLOYEE:
- Select "Add Goals" to enter your finalized SMART goals.
  - Repeat for all goals necessary to meet this expectation.

Library   ✕

| Search | | Expectation Category ▼ | Search |

	Manager Expectation	Expectation Category
○	Actively promote diversity across team assignments to engage team members and encourage diversity of perspective and thought.	Diversity
○	Collaborating with Diversity Directors, actively promote a culture of inclusion by engaging in roundtable discussions with staff to surface issues and employee concerns.	Diversity
○	Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications and publications.	Diversity
○	If your agency offers a mentoring program, actively participate as Mentee.	Diversity
○	If your agency offers a mentoring program, actively support a rising diverse and under-represented staff member by serving as a Mentor.	Diversity
○	Promote Diversity, Equity, and Inclusion through personal involvement in the agency's Employee Resource Group(of your choosing) or the agency Diversity Council	Diversity

Close   **Import**

STEP 8. On the **Create Expectation & Goals** screen, enter a title for each expectation in the **Manager Expectation** field. *Please disregard this for the pre-populated diversity expectation if you used the Library feature.*

> *Optional:* Enter a **Description** of the expectation using the **Description** field.

> **Manager Expectation** *
>
> | Manager Expectation |
>
> **Description**
>
> B *I* U S̶ | I̶ₓ ≔ ≔ | ≔ ≔ ABC✓

STEP 9. Update the **Start Date** and **Due Date** for each expectation by using the calendar icon buttons.

> **Note:** Please verify that the **Start Date** and **Due Date** are correct.

> **Start Date** *   **Due Date** *
>
> 7/1/2024 📅   6/30/2025 📅

STEP 10. Click the **Select** drop-down menu button under **Expectation Category** to choose a category.

> **Note:** This will auto-populate to "Diversity" if you use the **Library** feature for the diversity expectation.

> **Expectation Category** *
>
> Select ▼

STEP 11. Click the **Save** button at the bottom of the **Create Expectation & Goals** screen to save that expectation.

> **Reminder:** you are only setting the expectations. The employee will enter their corresponding goals for each expectation after you've submitted them so do **not** click the Add Goals button.

STEP 12. Repeat Steps 7 – 11 for each expectation. **As a reminder, you should ideally set 2 – 4 expectations**

for each employee. For detailed instructions, watch the two-minute [video demonstration here.](#)

STEP 13. When all expectations have been entered, click the **Submit** button at the bottom of the screen.

STEP 14. The **Submit Review** pop-up box will open. Click the **Submit Review** button *again* to automatically advance Kickoff to the employee, who will then enter their specific goals related to each expectation.

Repeat all steps for every subordinate.