

Manager: Set Expectations at Kickoff

The following steps guide a manager through the process of creating expectations for an employee at Kickoff.

- STEP 1. Sign in to your MyPath account at mass.csod.com. (Login is your employee ID)
- STEP 2. From the homepage, locate the My MassPerform Action Items box on the right side of the screen and click the FYXX MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for [employee name] link.

My MassPerform Action Items	
	Due Date
FY24 MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for Tiffany Hanchett	8/11/2023

- STEP 3. The FYXX MassPerform Kickoff Overview screen will open. To proceed, click the Get Started button at the bottom of the screen.
- STEP 4. Note: You must schedule your first check-in prior to entering expectations.

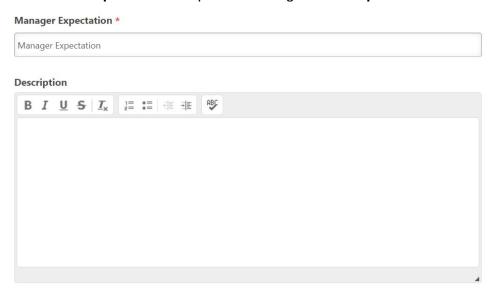
Select the **Date of First Check-in** using the calendar button below the on-screen instructions. Then, use the drop-down **Select** button to identify a Check-in cadence (quarterly at minimum). Click the **Save and Continue** button at the bottom of the screen to proceed.

Remember to manually send Outlook invites for Kickoff and future Check-ins as MyPath does not currently integrate with Outlook.

STEP 5. On the Expectations and Goals screen, click the Add Expectation & Goals button above the instructions. Remember that at least one expectation that promotes diversity, equity, and inclusion (DEI) is required. For the diversity expectation, either create your own or select the Library button in the top right corner of the screen to choose from a pre-populated list of DEI expectations.

STEP 6. Enter a title for each expectation in the Manager Expectation field.

Optional: Enter a **Description** of the expectation using the **Description** comment box.



STEP 7. Select a **Start Date** and an **End Date** related to each expectation.



STEP 8. Use the drop-down options to select an Expectation Category.



STEP 9. Click the Save button at the bottom of the screen.

Reminder: you are only setting the expectations. The employee will enter their corresponding goals for each expectation after you've submitted them.

- **STEP 10.** Repeat Steps 5 10 for each expectation you want to enter for the employee. **As a reminder, you should Ideally set 2 4 expectations.** For detailed instructions, watch the two-minute <u>video demonstration.</u>
- STEP 11. When all expectations have been entered, click the **Submit** button at the bottom of the screen.
- **STEP 12**. The **Submit Review** pop-up box will open. Click the **Submit** button *again* to automatically advance Kickoff to the employee, who will then enter their specific goals related to each expectation.

Tip: You will know you've successfully submitted your Kickoff action item when the **FYXX MassPerform Kickoff** link disappears from your **My Action Items Box** on the homepage.