

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.

Manager Expectation *

Description

B **I** **U** **S** **I_x**

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

| | |
|---------------------------------------|--|
| Start Date * | Due Date * |
| <input type="text" value="7/1/2023"/> | <input type="text" value="6/30/2024"/> |

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

Expectation Category *

Select ▼

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 [video demonstration](#).

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.