MyPath MassPerform

Manager: View an Employee Development Plan

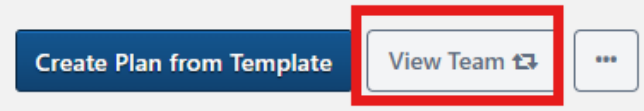
Development is an optional component of MassPerform where employees initiate their own development. The following steps instruct you how to view an employee's development plan, which will support the Development Check-in conversations led by the employee.

Note: The Development Plan function works similarly to Expectations and Goals setting, where employees set Development Objectives (expectations for their own development) ***and*** define Development Actions (SMART goals set to achieve development expectations). Employees can create more than one development plan to achieve their development goals.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com**

STEP 2. From the MyPath homepage, expand the **Show Navigation Menu** button (the hamburger menu) from the top-right corner. Click the **Performance** menu item to expand the list. And select the **Development Plans** menu item.

STEP 3. Select **View Team** from the top-right corner. A list of your employees will appear on the left-hand side. Select the employee whose plan you wish to view (or use the right arrow in their name to view their direct reports' development plans).



STEP 4. On the Development Plan screen that opens, you will see a list of all the employee's development plans. **Click the title of the plan** to view the employee's Development Objectives and the Development Actions and Learnings they have listed to achieve their objectives.

STEP 5. Click the **Add a Comment** button to leave a comment below one or more Development Objectives and click **Save** below each comment added.

STEP 6. Use the **Attachments** section to upload any applicable materials to the plan.

STEP 7. To print or edit the plan, click **Options** in the top-right corner of the plan. The employee will see any edits you make to their plan, so it is recommended that you and the employee agree to collaborate on the plan prior to making edits.

Review the employee's plan prior to Development Check-ins to prepare thoughts and suggestions to offer during development conversations.