

Employee: Update or Cancel Existing Goals

MassPerform encourages adding and updating goals as business priorities change throughout the year. The following steps will guide you through the process of updating or canceling **existing** goals.

STEP 1. Sign in to your MyPath account at mass.csod.com. (Login is your employee ID)

STEP 2. On the homepage, click the Expectations & Goals box on the right side of the screen.



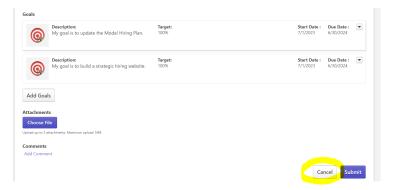
STEP 3. From the My Expectation & Goals screen, click the goal options drop-down arrow button next to the corresponding expectation and select Edit.

Му Ехр	ectation & Goals	
75%	Hiring Process Reform Status : On Track Due Date : 6/30/2024 Expectation Category : Productivity	Edit
0%	Strategic Communications that Advance HRD Status : On Track Due Date : 6/30/2024 Expectation Category : Employee Experience	Copy Cancel View History

STEP 4. The Edit Expectations & Goals screen will open for that expectation. Scroll down to your goal(s), and click the More Options drop-down arrow button to the right of each goal you wish to edit. Select the Edit button if modifying the goal, or select the Delete button if you wish you cancel the goal.

-	Description:	Target:	Start Date :	Due Date :	
	My goal is to update the Model Hiring Plan.	100%	7/1/2023	6/30/2024	Edit
W					Edit

Note: If you select **Delete**, the goal will automatically be deleted. There is no double confirmation; however, if you accidentally deleted it, click the **Cancel** button at the bottom of the screen and it will not save the changes you made.



STEP 5. On the Edit Goals pop-up window, make your edits to the Description, Start or Due Dates, or Target, and then click the Done button.

Note: The **Type** and **Start Value** are not editable fields. If you wish to edit these two fields, you will need to cancel the existing goal and then add a new goal. Step 4 details how to cancel (i.e., delete) a goal. <u>This job aid outlines</u> how to enter a new goal.

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My goal i	s to update the Model	l Hiring Plan.	
Start Dat	te * Due D	ate *	
7/1/2023	3 🗰 6/30/	2024	
17172020	0,00		
T	Start Value *	Township	
Type *	Start Value "	Target *	
%▼		100	

STEP 6. On the Edit Expectations & Goals screen, click the Submit button.

Add Goals		
Attachments Choose File Upload up to 3 attachments. Maximum upload 1MB		
Comments Add Comment		
		Cancel