# MyPath »   MassPerf○rm

## Manager: Update or Cancel Existing Expectations

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

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.
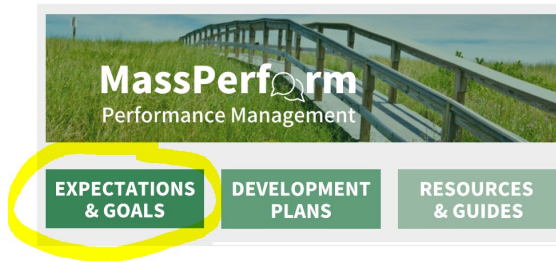
STEP 3. Click the **Team Expectation & Goals** tab to view your direct report(s).
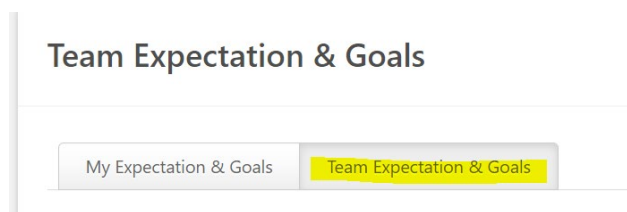

STEP 4. Navigate to the employee for whom changes need to be made and click the **> (expand user goals)** button on the right.

STEP 5. All expectations for that employee will be displayed.

> **Note:** A status of **In Review** will *not* let you update/cancel expectations for the current period. This is because the employee has *not* entered their corresponding goals yet so the Kickoff task is incomplete.
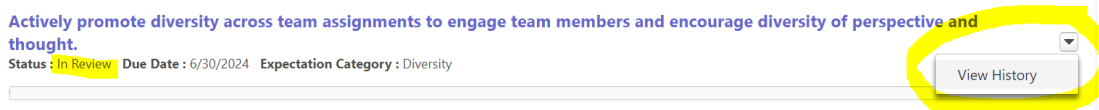
Click the **drop-down, Goal Options** menu button to the right of each expectation you'd like to edit or cancel.

rage diversity of

> Edit
>
> Cancel
>
> Advance
>
> View History

NOTE: *If you are canceling (deleting) an expectation, a pop-up box will appear asking you if you are sure you wish to cancel this expectation. Click the yes or no button. **If you click yes, this action cannot be undone.***

Confirm Cancel ✕

Are you sure you wish to cancel this?

Yes No

STEP 6. If you select **Edit,** you will be brought to the **Edit Expectations & Goals** screen. Once you've made your edits, click the **Submit** button to automatically save it to the employee's current Kickoff task. Repeat the edit and/or cancel steps as necessary for each expectation you wish to update.

NOTE: *Do not do anything with the goals section as the employee should be editing/adding goals.*

Edit Expectation & Goals   Options ▾

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.

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

All fields marked "*" are required

Manager Expectation *

Actively promote diversity across team assignments to engage team members and encourage diversity of perspective

Cancel   **Submit**