

## Manager: Update or Cancel Existing Expectations

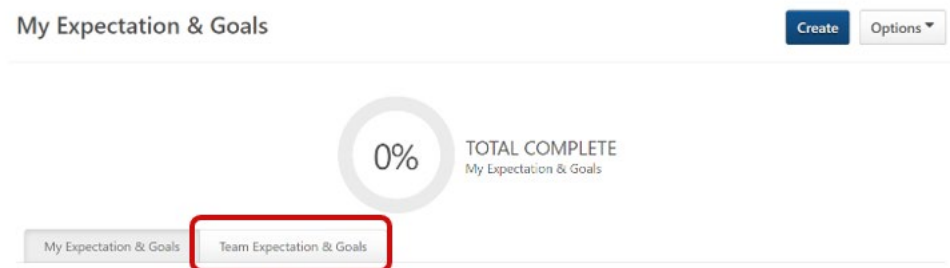
MassPerform encourages adding and updating expectations as business priorities change throughout the year. The following steps will guide you through the process of updating or canceling **existing** expectations. For detailed video instructions, please watch the 1-minute [video demonstration here](#).

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

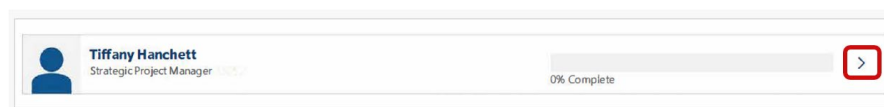
**STEP 2.** On the homepage, click the **Expectations & Goals** box on the right side of the screen.



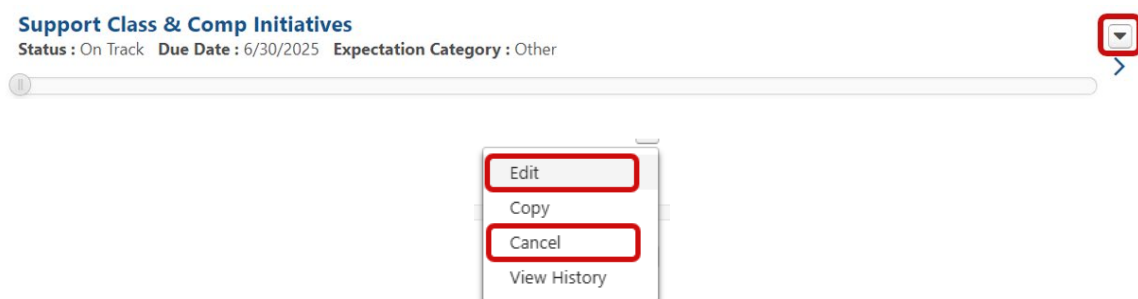
**STEP 3.** Click the **Team Expectation & Goals** tab to view your direct report(s).



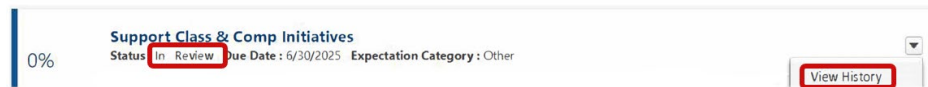
**STEP 4.** Navigate to the employee for whom changes need to be made and click the > (**expand user goals**) button on the right. All expectations for that employee will be displayed.



**STEP 5.** Click the **drop-down, Goal Options** menu button to the right of each expectation you'd like to edit or cancel.

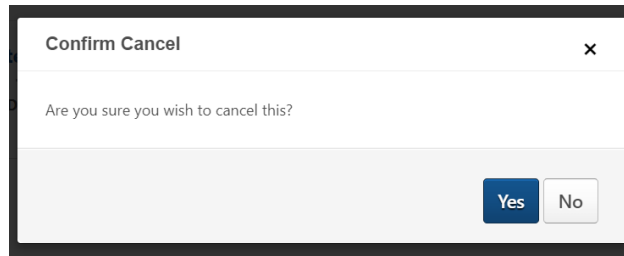


**Note:** A status of **In Review** will *not* let you update/cancel expectations for the current period. This is because the employee has *not* entered their corresponding goals yet, so the Kickoff task is incomplete.



**STEP 6.** Update or cancel the existing expectation as needed.

**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.**



**Note:** 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.

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

