## 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. 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. From the **My Expectation & Goals** screen, click the **goal options** drop-down arrow button next to the corresponding expectation and select **Edit**.
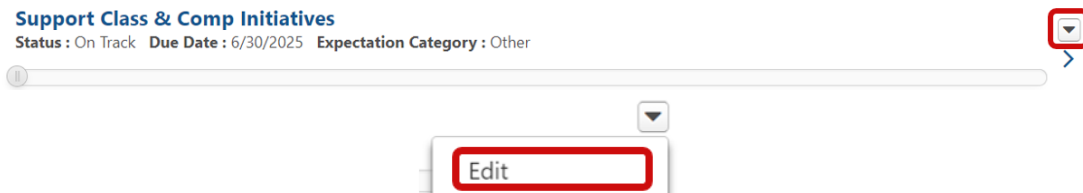
STEP 4. The **Edit Expectations & Goals** screen will open for that expectation. Scroll down to your goal(s), and click the **More Options** drop-down arrow button to the right of each goal you wish to edit. Select the **Edit** button if modifying the goal, or select the **Delete** button if you wish you cancel the goal.
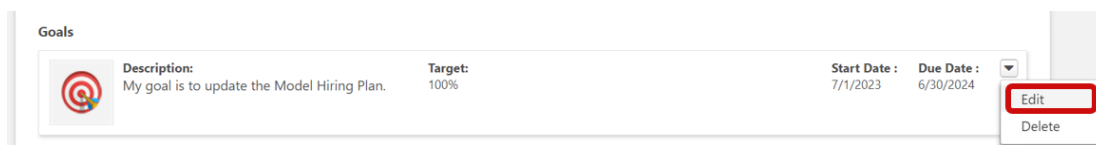
*Note: If you select **Delete,** the goal will automatically be deleted. There is no double confirmation; however, if you accidentally deleted it, click the **Cancel** button at the bottom of the screen and it will not save the changes you made.*

Description:
My goal is to update the Model Hiring Plan.

Target:
100%

Start Date :
7/1/2024

Due Date :
6/30/2025

Add Goals

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Comments

Add Comment

Cancel Submit

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. This job aid outlines how to enter a new goal.*

Edit Goals   ✕

Description *

My goal is to update the Model Hiring Plan.

Start Date *   **Due Date** *

7/1/2024 🗓   6/30/2025 🗓

Type *   **Start Value** *   **Target** *

% ▾   0   100

Cancel Done

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 Submit