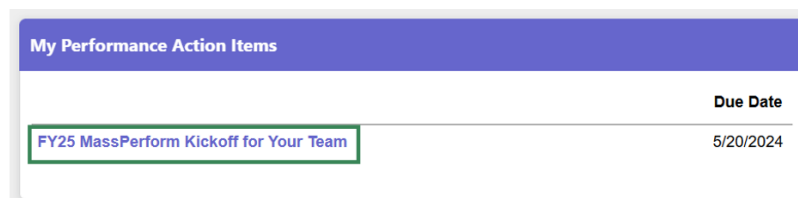


Manager: Set Expectations at Kickoff

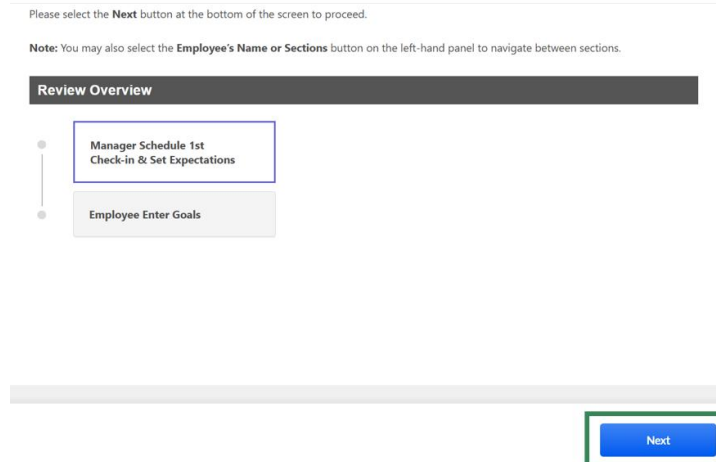
The following steps guide a manager through the process of setting expectations for an employee at Kickoff. It is best practice to create 2 – 4 expectations per employee, and one should promote Diversity, Equity, and Inclusion. For detailed video instructions, please watch the 2-minute [video demonstration here](#).

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

STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Kickoff for Your Team** link.



STEP 3. You'll be brought to the **Overview** page. Review the on-screen instructions and then select the **Next** button at the bottom of the screen to proceed.

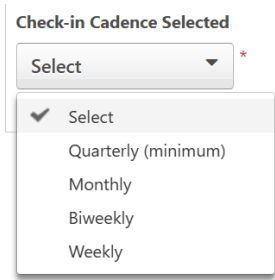


STEP 4. You'll arrive at the **Schedule 1st Check-in** page. First, review the on-screen instructions and then determine the **Date of First Check-in** by clicking the calendar icon button. *Remember to manually send Outlook invites for the Kickoff Check-in and future meetings as MyPath is not currently integrated with Outlook.*

Date of First Check-in

 *

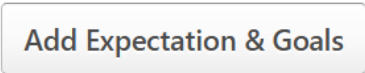
STEP 5. Next, click the **Select** drop-down menu button to establish a Check-in cadence (quarterly at minimum).

A screenshot of a dropdown menu titled "Check-in Cadence Selected". The menu is open, showing a list of options: "Select" (with a checkmark), "Quarterly (minimum)", "Monthly", "Biweekly", and "Weekly".

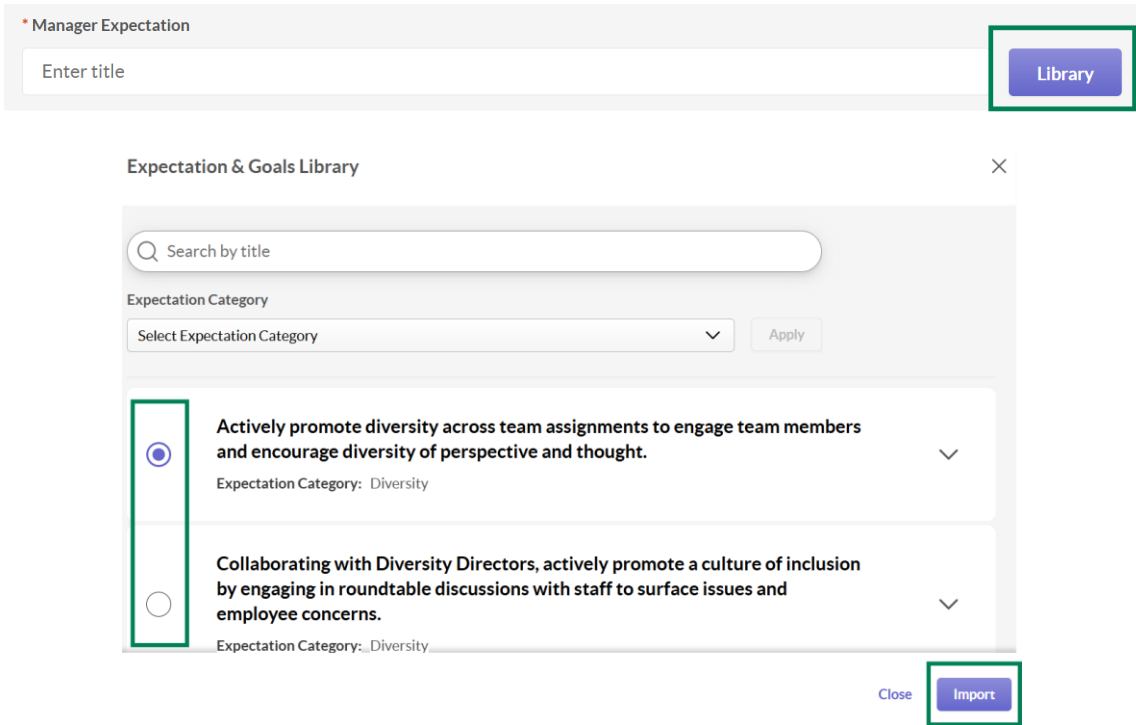
STEP 6. Click the **Save for Later** button at the bottom of the screen if you wish to save *without* advancing. Otherwise, click the **Next** button at the bottom of the screen to continue with setting expectations.

Reminder: Schedule your first check-in *before* entering expectations. Please take a moment to schedule this in Outlook with your employee(s) if you have not already done so.

STEP 7. If you choose to proceed, you'll arrive at the **Expectations and Goals** page. Click the **Add Expectation & Goals** button above the instructions to enter expectations.

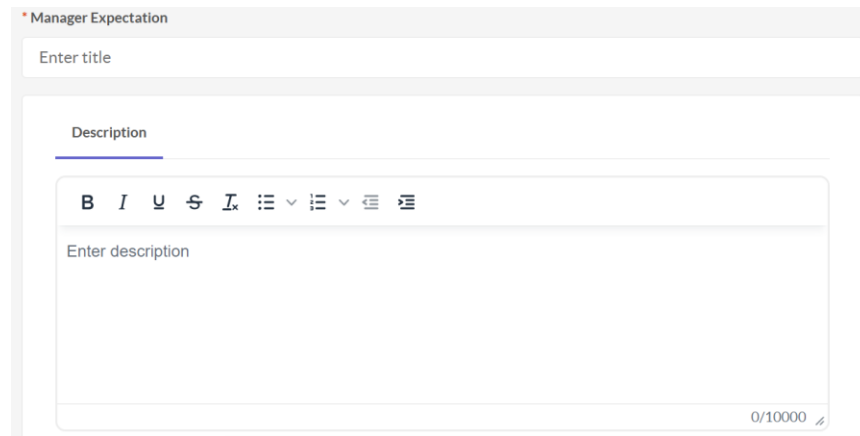
A rectangular button with the text "Add Expectation & Goals" in a blue font.

This will open a new screen – **Create Expectation & Goals**. Remember that *at least one expectation* that promotes diversity, equity, and inclusion (DEI) is required. Click the **Library** button on this screen to select a DEI expectation (or create your own). A **Library** pop-up box will open. Click the radio button next to your desired DEI expectation and click the **Import** button.

A screenshot showing two parts of a web application. The top part is the "Manager Expectation" screen, which has a text input field labeled "Enter title" and a "Library" button. The bottom part is the "Expectation & Goals Library" pop-up. It features a search bar labeled "Search by title", a dropdown menu for "Expectation Category" with the text "Select Expectation Category" and an "Apply" button. Below the dropdown are two list items, each with a radio button and a description. The first item is "Actively promote diversity across team assignments to engage team members and encourage diversity of perspective and thought." with the category "Diversity". The second item is "Collaborating with Diversity Directors, actively promote a culture of inclusion by engaging in roundtable discussions with staff to surface issues and employee concerns." with the category "Diversity". At the bottom right of the pop-up are "Close" and "Import" buttons.

STEP 8. On the **Create Expectation & Goals** screen, enter a title for each expectation in the **Manager Expectation** field. *Please disregard this for the pre-populated diversity expectation if you used the **Library** feature.*

Optional: Enter a **Description** of the expectation using the **Description** field.



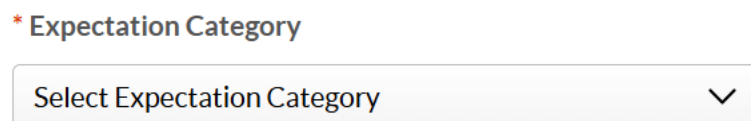
STEP 9. Update the **Start Date** and **Due Date** for each expectation by using the calendar icon buttons.

Note: Please verify that the **Start Date** and **Due Date** are correct.



STEP 10. Click the **Select** drop-down menu button under **Expectation Category** to choose a category.

Note: This will auto-populate to “Diversity” if you use the **Library** feature for the diversity expectation.



STEP 11. Click the **Save** button at the bottom of the **Create Expectation & Goals** screen to save that expectation.

Reminder: you are only setting the expectations. The employee will enter their corresponding goals for each expectation after you’ve submitted them so do **not** click the Add Goals button.

STEP 12. Repeat Steps 7 – 11 for each expectation. **As a reminder, you should ideally set 2 – 4 expectations for each employee.** For detailed instructions, watch the two-minute [video demonstration here.](#)

STEP 13. When all expectations have been entered, click the **Submit** button at the bottom of the screen.

STEP 14. The **Submit Review** pop-up box will open. Click the **Submit Review** button *again* to automatically advance Kickoff to the employee, who will then enter their specific goals related to each expectation.

Repeat all steps for every subordinate.