# MyPath »   MassPerform

How to Access Current or Completed
Performance Tasks

The following steps guide you through the process of viewing the Kickoff or Wrap Up status of your own or your direct reports' performance tasks. In this example, we will walk you through an **in-progress Kickoff task** for which the manager (reviewer) has set their expectations; however, their employee (reviewee) has *not* entered their goals yet.

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

STEP 2. From the homepage, expand the menu options (show navigation menu) from the top-right corner. Select **Performance** and then **Performance Reviews.**
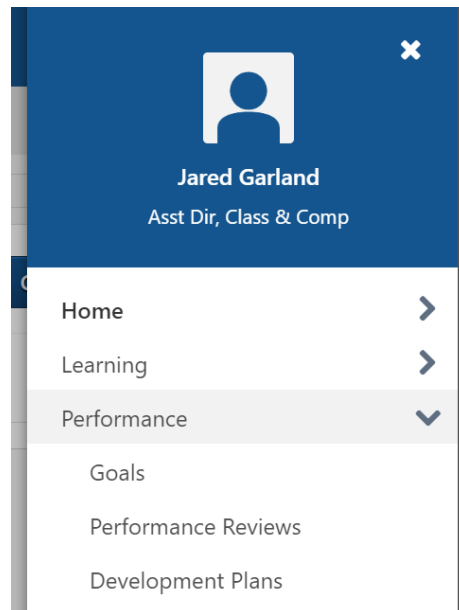
STEP 3. Your performance review summary for your assigned reviews will appear. **Note:** Nothing automatically appears as the list is only displaying "not started," "In Progress," and "Incomplete" steps for the manager. Since the manager has done their part, nothing is listed.

STEP 4. Select/check the box next to **"Completed."** This now displays the action items you've completed.

	My Assigned Reviews	My Personal Reviews

Title:

[   ] [🔍 Search]

Status:
☑ Not Started ☑ In Progress ☑ Completed ☑ Incomplete ☐ Expired

Title	Description	Status	Start Date	Due Date	Last Modified Date
📘 FY23 MassPerform Kickoff: Employee Enter Goals	Kick-off is the first task in the MassPerform program. Durin...	Completed	7/27/2022	8/26/2022	8/5/2022
📘 FY23 MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for Tiffany Hanchett	Kick-off is the first task in the MassPerform program. Durin...	Completed	7/6/2022	7/29/2022	7/29/2022
📘 FY22 MassPerform Wrap Up for Tiffany Hanchett	Wrap up is the final task in the MassPerform program. During...	Completed	5/13/2022	7/13/2022	7/6/2022
📘 FY22 MassPerform Wrap Up for Jared Garland	Wrap up is the final task in the MassPerform program. During...	Completed	5/2/2022	7/22/2022	7/5/2022

(4 Results)

STEP 5. Click on whichever action item you'd like further details on. In this example, Jared would like to view the expectations they set for their direct report, Tiffany.

📘 FY23 MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for Tiffany Hanchett	Kick-off is the first task in the MassPerform program. Durin...	Completed	7/6/2022	7/29/2022	7/29/2022

STEP 6. This brings you to the task's overview page. On the left, both the **"Schedule 1ˢᵗ Check-in"** and "**Expectations and Goals**" steps are checked off. The circle on the right also displays **"100%"** complete.

FY23 MassPerform Kickoff

[Options ▾]

- 🏠 Overview
- ✔ Schedule 1st Check-in
- ✔ Expectations and Goals

Tiffany Hanchett
Strategic Project Manager
7/6/2022 - 6/30/2023

100%

Overview

Welcome to your annual MassPerform Kickoff Task!

The steps in this collaborative task are meant to align employees' goals with managers' expectations. These goals and expectations will serve as the foundation for Check-in conversations throughout the year, where managers and employees will provide two-way feedback about performance.

STEP 7. Scroll down to **"Review Step Progression"** to identify which steps in the task (Kickoff or Wrap Up) are complete or incomplete. **The blue circle checkmarks indicate a completed step.** The white circle checkmarks indicate a step that's not started/in progress. In this example, Jared (manager/reviewer) has completed his action item of "Manager Schedule 1st Check-in & Set Expectations" so there are blue circle checkmarks on the left and right sides of that step. Tiffany (employee/reviewee) has not completed the action item of "Employee Enter Goals" so there are white circle checkmarks on the left and right sides of that step.
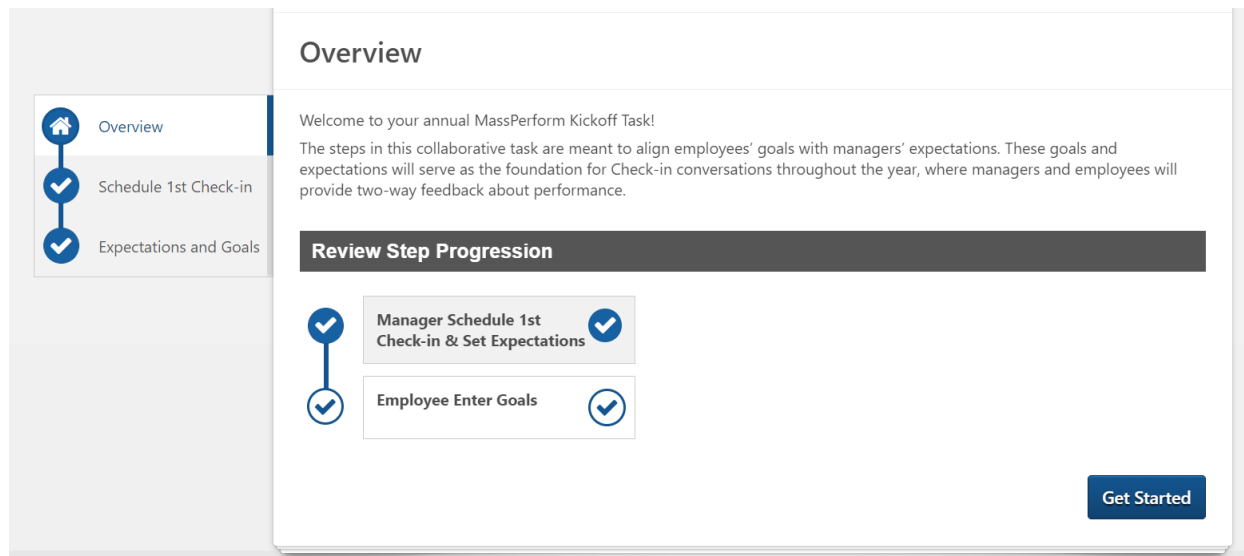
STEP 8. If you'd like to view the expectations you've set for your direct report(s), click the **"Expectations and Goals"** button from the left-side panel.