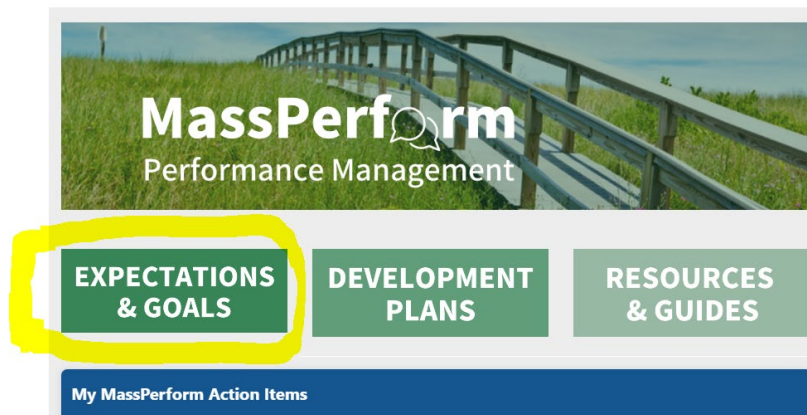


How to Transfer Past Expectations to a New Performance Review Cycle

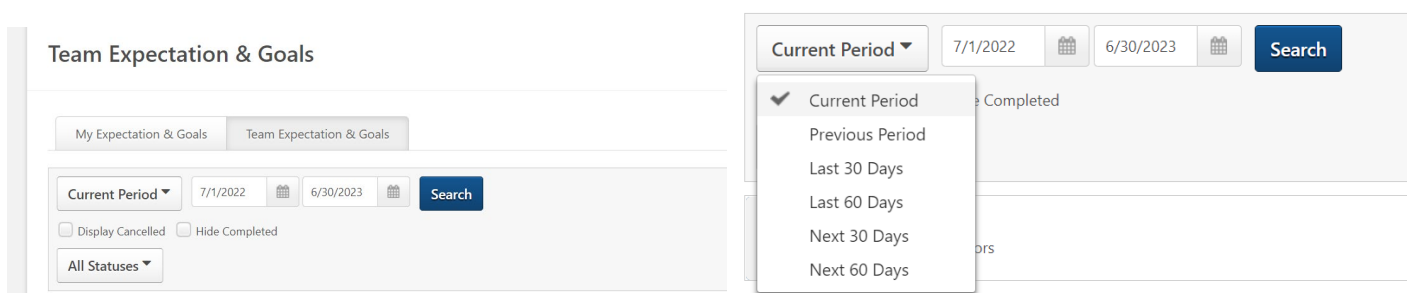
The following steps guide managers through the process of carrying over expectations they previously held for their employee(s) during a prior fiscal year.

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

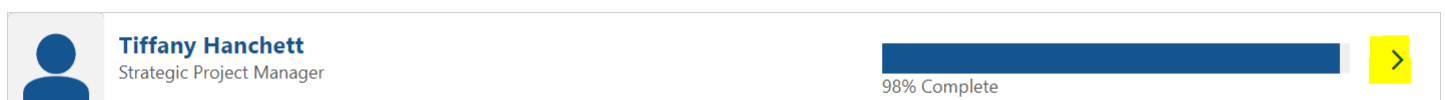
STEP 2. From the homepage, select the **Expectations & Goals** box.



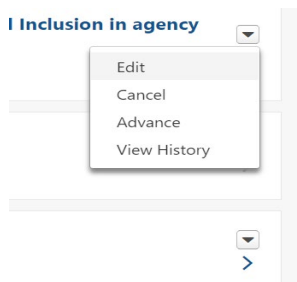
STEP 3. Next, click the **Team Expectation & Goals** tab. Click the **Current Period** button and select **Previous Period** from the drop-down menu.



STEP 4. Find the employee for whom you'd like to pull in previous expectations. Click the **Expand User Goals** side arrow button. This expands all previous expectations/goals.



STEP 5. Next, click the **Goal Options** down arrow button on the right side of each previous expectation you wish to transfer. Select the **Advance** button from the drop-down list for any expectation you'd like to carry over into the current review period.



STEP 6. Make any necessary updates to the dates, comments, goals within the expectation, etc., as needed.
Note: the expectation will automatically assign to yourself. This is usually **not** what you want so you'll need to manually change this.

Assignment *

Select which users or OUs this goal should be assigned to.

☒ Yourself ☐ Your team

To advance the expectation to an employee, you must change the assignment to your team and select the applicable employee.

Assignment *

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports
<input type="checkbox"/>	 Jared Garland	Asst Dir, Class & Comp	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 Tiffany Hanchett	Strategic Project Manager	<input type="checkbox"/>

Options

☒ Create a separate goal for each user.

Cancel Save as Draft **Submit**

STEP 7. When satisfied with the changes (if any), click **“Submit”** to advance it to the employee's current Kickoff task. Repeat as necessary for each former expectation you wish to advance.

Cancel Save as Draft **Submit**