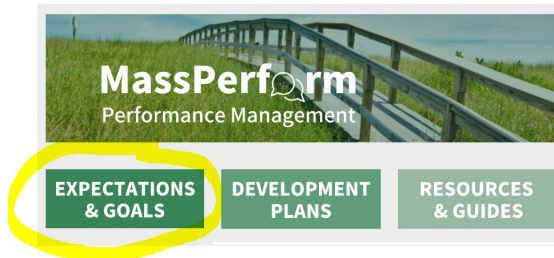


How to Update Goal Progress

The following steps guide an employee through updating their goal progress throughout the year.

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. You'll then be on the appropriate **My Expectation & Goals** tab which displays all current expectations and corresponding goals (if any) for that fiscal year.



STEP 3. Next to each corresponding expectation, click the **Expand >** drop-down arrow for the expectation whose goal(s) progress you wish to update.

A screenshot of the 'My Expectation & Goals' interface. At the top, there is a search bar with a 'Current Period' dropdown, date pickers for '7/1/2023' and '6/30/2024', and a 'Search' button. Below the search bar are checkboxes for 'Display Cancelled' and 'Hide Completed'. The main section is titled 'My Expectation & Goals' and contains a list of expectations. The first expectation is 'Hiring Process Reform' with a status of 'On Track', a due date of '6/30/2024', and an expectation category of 'Productivity'. It shows '0%' progress and an 'Expand >' button.

Please note: if you see a slider bar under the expectation (as shown below), this means you did not enter any goals for that expectation during Kickoff or you accidentally input the goals in the wrong place. Often, people accidentally enter their goal(s) into the description field of the expectation their manager set as opposed to using the **Add Goals** button. If this is the case, use the slider bar to update your goal progress. You can always add in goals now even if you didn't during Kickoff. Use this [job aid](#) or a [two-minute video demonstration](#) to see how.

A screenshot of the 'Strategic Communications that Advance HRD' expectation. It shows a status of 'On Track', a due date of '6/30/2024', and an expectation category of 'Employee Experience'. The progress bar is highlighted in yellow, indicating that goals have been entered. An 'Expand >' button is visible on the right.

STEP 4. Once you've expanded the expectation, the goal(s) will display. Use the **Actual** text fields to update the goal progress. This example uses percentage as the **type**. One goal has a start value of 0% and a target of 100%. Another goal has a start value of 50% and a target of 100%. Since I have not edited the start values (actual) yet, the expectation progress shown above next to the expectation is still at 0%.

Please note: The measurement **type** (e.g., percentage, currency, etc.) and **start value** are *not editable* fields now that Kickoff has concluded, and we are amid ongoing check-ins. If you wish to edit these two fields, you will need to cancel the existing goal and then add a new goal. This [job aid](#) details how to cancel (i.e., delete) a goal. This [job aid](#) outlines how to enter a new goal.

My Expectation & Goals

0%


Hiring Process Reform

Status : On Track Due Date : 6/30/2024 Expectation Category : Productivity

Description :
Hiring process reform is for XYZ and should advance XYZ.

Start Date : 7/1/2023

Goals



Description:

My goal is to update the Model Hiring Plan.

Target:

100 %


Start Date :

7/1/2023

Due Date :

6/30/2024

Actual:



Description:

My goal is to build a strategic hiring website.

Target:

100 %

Start Date :

7/1/2023

Due Date :

6/30/2024

Actual:

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Comments

Add Comment

Close

STEP 5. Click the **Close** button at the bottom once you've updated your goal(s) progress. For [additional information](#), please see below.

Additional Information

Each expectation has a corresponding status based on the goal(s) completion amount. The four statuses are: **roadblock**, **in progress**, **on track**, and **completed**. See below for more information.

Note: the expectation status derives from the goal(s) progress updates and is **averaged** if you have more than one goal for that expectation. **Be mindful of the start values you set during Kickoff because this could affect your overall averages and expectation completion percentage.** For example, if you put your start value as 50% and your target as 100%, and are 75% of the way toward that goal, the goal completion is only 50%, not 75% as you only moved the needle halfway based on the initial goal range you set.

Please review goal completion status names and corresponding goal completion percentages below.



- **Roadblock:** Goal(s) completion is less than 50%
 - **Reminder:** the overall expectation completion percentage is an *average* of your overall goal completion, so if you have more than one goal, it will calculate the average.

Manage Expectation & Goals

40% **Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.**
Status : Road Block Due Date : 6/30/2022 Expectation Category : Diversity

Description :
Start Date : 7/1/2021

Goals

	Description: When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: <input type="text" value="50"/>
	Description: I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: <input type="text" value="50"/>



- **In Progress:** Goal(s) completion is between 50-74%

Manage Expectation & Goals

60% **Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.**
Status : In Progress Due Date : 6/30/2022 Expectation Category : Diversity

Description :
Start Date : 7/1/2021

Goals

	Description: When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: <input type="text" value="70"/>
	Description: I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: <input type="text" value="50"/>

- **On Track:** Goal(s) completion is between 75-99%

75%

Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.
Status : On Track Due Date : 6/30/2022 Expectation Category : Diversity

Description :
Start Date : 7/1/2021

Goals

	Description: When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: 100
	Description: I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: 50

- **Completed:** The goal(s) within an expectation are 100%

100%

Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.
Status : Completed Due Date : 6/30/2022 Expectation Category : Diversity

Description :
Start Date : 7/1/2021

Goals

	Description: When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: 100
	Description: I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... read more	Target: 100 %	Start Date : 7/1/2021	Due Date : 6/30/2022	Actual: 100

