



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 MassPerform Expectations & Goals box on the right side of the screen. You'll then be on the appropriate My Expectation & Goals tab which displays all your 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.

My Exp	ectation & Goals	Team Expectation & Go	als		
Current Display	Period ▼ 7/1/2 Cancelled Hide 0	023 (6/30/2024) Completed		Search	
My Exp	ectation & Goa	ls			
0%	Actively pro perspective Status : Road Blo	mote diversity across and thought. ock Due Date : 6/30/2024 E	team Expectat	assignments to engage team members and encourage diversity of	▼

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.

	Actively promote diversity across team assignments to engage team members and encourage diversity of	
0%	perspective and thought. Status : Road Block Due Date : 6/30/2024 Expectation Category : Diversity	▼>

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 Expe	ctation & Goals					
0%	Hiring Process Reform Status : On Track Due Date : 6/30/2024 Expectation Category : Productivity					
Description : Hiring proce Start Date : T Goals	ess reform is for XYZ and should advance XYZ. //1/2023					
0	Description: My goal is to update the Model Hiring Plan.	Target: 100 %	Start Date : 7/1/2023	Due Date : 6/30/2024	Actual:	
0	Description: My goal is to build a strategic hiring website.	Target: 100 %	Start Date : 7/1/2023	Due Date : 6/30/2024	Actual:	

STEP 5. Click the Close button at the bottom once you've updated your goal(s) progress. For <u>additional</u> <u>information</u>, 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.

40%	Hiring Process Reform Status : Road Block Due Date : 6/30/2025 Exp	pectation Category : Productivity			•
Description : Hiring proce Start Date : 7 Goals	ss reform is for XYZ and should advance XYZ. /1/2024				
	Description: My Goal is to update the Model Hiring Plan	Target: 100%	Start Date : 7/1/2024	Due Date : 6/30/2025	Actual:
0	Description: My goal is to build a strategic hiring website.	Target: 100%	Start Date : 7/1/2024	Due Date : 6/30/2025	Actual:

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

60%	Hiring Process Reform Status: In Progress Due Date: 6/30/202	5 Expectation Category : Productivity			~
Description : lining proce tart Date : 7	ss reform is for XYZ and should advance XYZ. /1/2024				
	Description: My Goal is to update the Model Hiring Plan	Target: 100%	Start Date : 7/1/2024	Due Date : Actual: 6/30/2025	
0	Description: My goal is to build a strategic hiring website.	Target: 100%	Start Date : 7/1/2024	Due Date : Actual: 6/30/2025	

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

75%	Status: On Tráck DueDate:6/30/2025 Exp	pectation Category : Productivity			
escription : ling proce tart Date : 7	ss reform is for XYZ and should advance XVZ. /1/2024				
	Description: My Goal is to update the Model Hiring Plan	Target: 100%	Start Date : 7/1/2024	Due Date : 6/30/2025	Actual:
0	Description:	Target:	Start Date :	Due Date :	Actual:

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

100%	Hiring Process Reform Status: CompTeted Due Date: 6/30/2025 E	epectation Category : Productivity			
escription : lining proce tart Date : 7 Goals	ss reform is for XYZ and should advance XYZ. /1/2024				
(Description: My Goal is to update the Model Hiring Plan	Target: 100%	Stort Date : 7/1/2024	Due Date : 6/30/2025	Actual:
0	Description: My goal is to build a strategic hiring website.	Target: 100%	Start Date : 7/1/2024	Due Date : 6/30/2025	Actual: