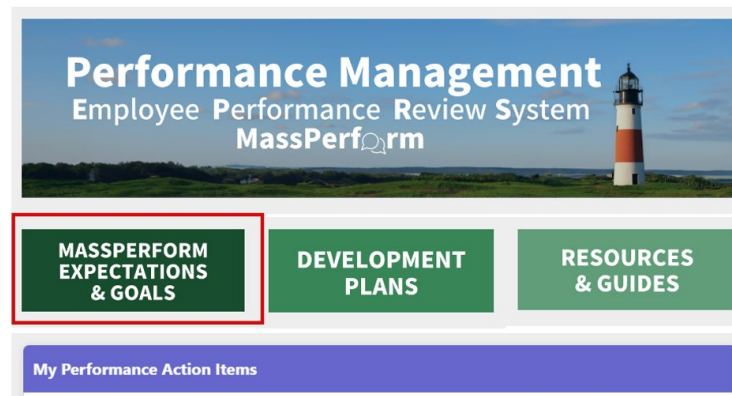


How to Update Goal Progress

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 Expectation & Goals

Team Expectation & Goals

Current Period ▾

7/1/2023

6/30/2024

Search

☐ Display Cancelled

☐ Hide Completed

My Expectation & Goals

0%

Actively promote diversity across team assignments to engage team members and encourage diversity of perspective and thought.

Status : Road Block Due Date : 6/30/2024 Expectation Category : Diversity

>

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.

0%

Actively promote diversity across team assignments to engage team members and encourage diversity of 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 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

	<div>Description:</div> <div>My goal is to update the Model Hiring Plan.</div>	<div>Target:</div> <div>100 %</div>	<div>Start Date :</div> <div>7/1/2023</div>	<div>Due Date :</div> <div>6/30/2024</div>	<div>Actual:</div> <div>0</div>
	<div>Description:</div> <div>My goal is to build a strategic hiring website.</div>	<div>Target:</div> <div>100 %</div>	<div>Start Date :</div> <div>7/1/2023</div>	<div>Due Date :</div> <div>6/30/2024</div>	<div>Actual:</div> <div>50</div>

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.

40% **Hiring Process Reform**
Status: Road Block Due Date: 6/30/2025 Expectation Category: Productivity

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

StartDate: 7/1/2024

Goals

Description:	Target:	Start Date:	Due Date:	Actual:
My Goal is to update the Model Hiring Plan	100%	7/1/2024	6/30/2025	30
My goal is to build a strategic hiring website.	100%	7/1/2024	6/30/2025	50

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

60% **Hiring Process Reform**
Status: In Progress Due Date: 6/30/2025 Expectation Category: Productivity

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

StartDate: 7/1/2024

Goals

Description:	Target:	Start Date:	Due Date:	Actual:
My Goal is to update the Model Hiring Plan	100%	7/1/2024	6/30/2025	70
My goal is to build a strategic hiring website.	100%	7/1/2024	6/30/2025	50

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


75%

Hiring Process Reform
Status : On Track Due Date : 6/30/2025 Expectation Category : Productivity

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

StartDate : 7/1/2024

Goals




Description:
My Goal is to update the Model Hiring Plan

Target:
100%

StartDate :
7/1/2024

Due Date :
6/30/2025

Actual:
100



Description:
My goal is to build a strategic hiring website.

Target:
100%

StartDate :
7/1/2024

Due Date :
6/30/2025

Actual:
50

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


100%

Hiring Process Reform
Status : Completed Due Date : 6/30/2025 Expectation Category : Productivity

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

StartDate : 7/1/2024

Goals




Description:
My Goal is to update the Model Hiring Plan

Target:
100%

StartDate :
7/1/2024

Due Date :
6/30/2025

Actual:
100



Description:
My goal is to build a strategic hiring website.

Target:
100%

StartDate :
7/1/2024

Due Date :
6/30/2025

Actual:
100

