

How to View an Employee's Action Items Without Proxying

The following steps guide an Agency Coordinator in viewing their agency's employees' custom hire date, ACES eligibility, and more in MassPerform without needing proxy access or HRCMS access.

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- **STEP 2.** From the homepage, locate the **Show Navigation Menu** button in the top right corner of the screen. Expand the **Admin** button and click the **User** button from the expanded list.

Admin	~
Tools	
Users	
Catalog	

STEP 3. Next, you'll be brought to the Users screen where you can input any information to find the person in question such as first name, last name, employee ID, and so on and so forth. Tip: employee ID is best to yield only one search result. Click the Search button when you've entered your search criteria.

garland	City	Manager		
ared	State	Approver		
Jser ID	Zip	Active	•	
Jser Name	Country v			
Email				

STEP 4. A search results table will appear below the **Search** button. On the left under the **User** column heading, click the name of the person you are searching for. Their **User Record** page will appear.

User 🗢	
Garland, Jare	d

select the Actions item within the submenu.

▲ Jared Garland > User Record	Mr Jared Garland	Actions 🔻	Snapshot	User Record 🔻	
User Record		User Record			

STEP 6. Now that the Actions are displayed, it's best practice to filter by Performance Reviews. Click the Show All drop-down menu and select the Performance Reviews button. This ensures a cleaner view to focus solely on current or past-due MassPerform action items.

> Jared Garland > Actions	
Show All By Due Date	
Show All	A
Certification	
Compensation Plan Approval	ff: Manager Schedule 1st Check-in & Set Expectations for Tiffany Hanchett
Compensation Tasks	ress
Competency Assessments	
Development Plans	
Events and Sessions	ively promote diversity across team assignments to engage team members and encourage
Expectation & Goals	ck
Feedback Request	
Observation Checklist	
Performance Reviews	nagement: Holding Coaching Conversations
Skill Feedback Bequest	v v v v v v v v v v v v v v v v v v v

STEP 7. After selecting Performance Reviews, any outstanding MassPerform action items will be displayed.

