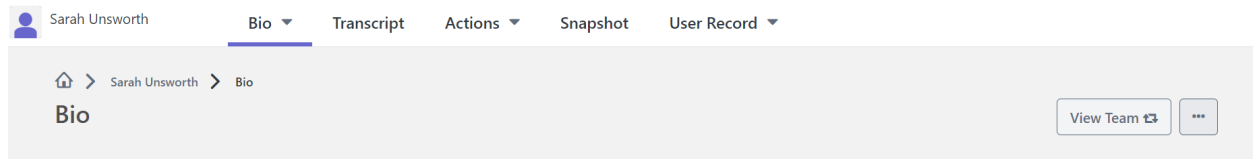# MyPath》》   MassPerform

How to View Expectation and Goal Status for Direct and Indirect Reports

The following steps guide you through the process of viewing the status of your direct and indirect reports' expectations and goals *after* the task is completed (Kickoff or Wrap Up).
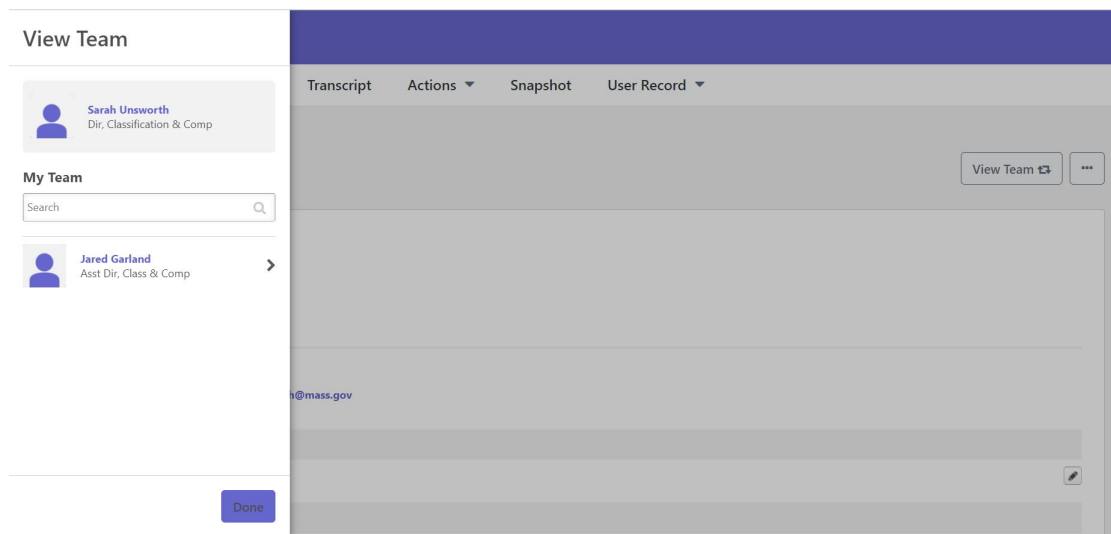
STEP 1. Sign in to your **MyPath** account at **www.mass.csod.com** (Login is your employee ID).

STEP 2. From the homepage, expand the menu options from the top-right corner. Select your **profile** by clicking on your name. You will then see the following:
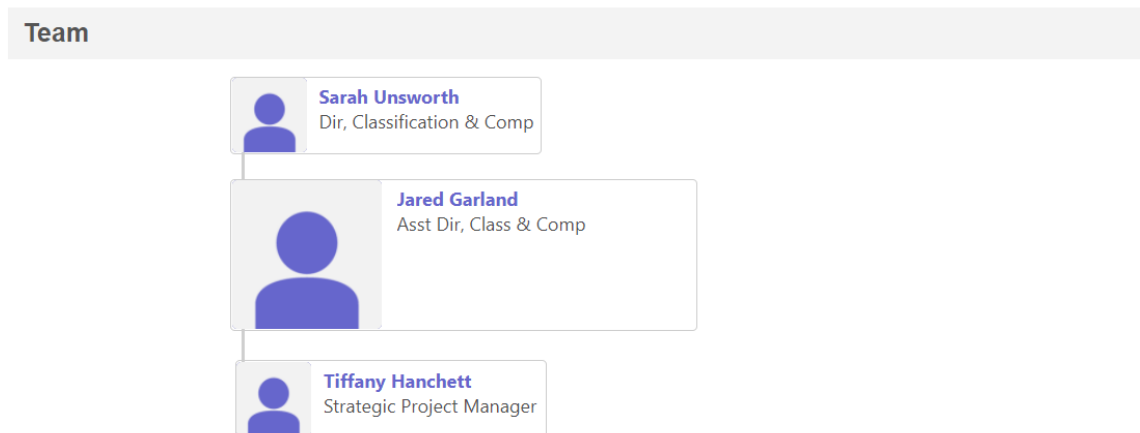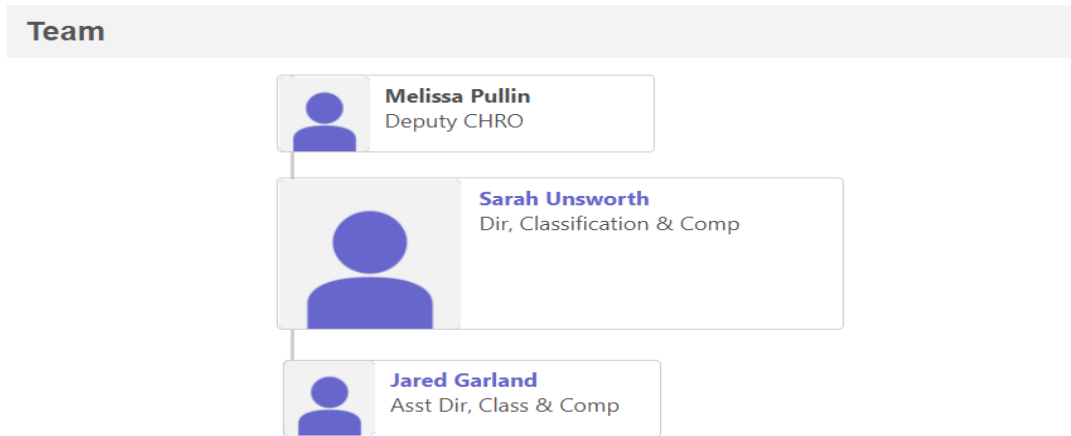

STEP 3. From this page, you have two options for viewing the status of your direct and indirect reports' expectations and goals.
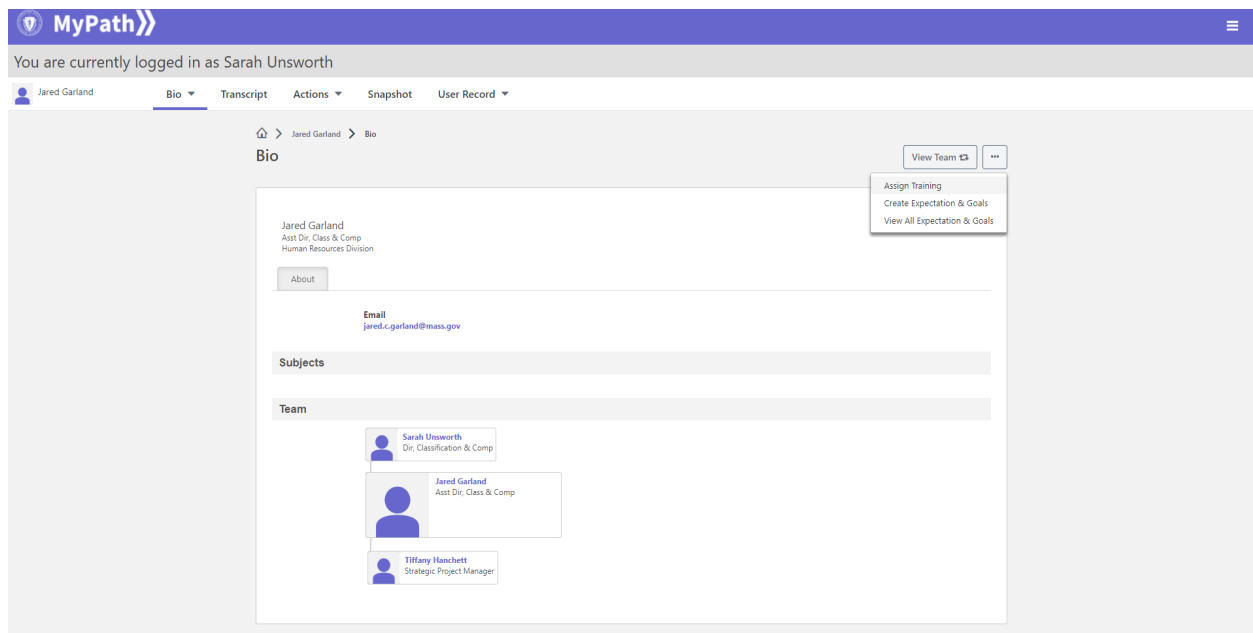
I.   Click **"View Team"** which will open a navigation panel on the left side of the screen. This allows you to search for a specific individual or immediately view your direct report(s). Sarah's direct report, Jared Garland, is displayed. Sarah can then click on Jared to view his direct report(s) – *her indirect report(s)* – or view Jared's information.

II. View your team on your main bio page by scrolling down to **"Team."** From there, Sarah can see who she reports to and who directly reports to her. If she clicks on Jared Garland, she will then see her indirect report(s) that report to Jared.

Team

Melissa Pullin
Deputy CHRO

Sarah Unsworth
Dir, Classification & Comp

Jared Garland
Asst Dir, Class & Comp

Team

Sarah Unsworth
Dir, Classification & Comp

Jared Garland
Asst Dir, Class & Comp

Tiffany Hanchett
Strategic Project Manager

STEP 4. Once you've found and selected the employee you are searching for, click the **three dots** next to **"View Team"** and select **"View All Expectation & Goals."**

From there, you can view the **"Expectation and Goals"** the manager and employee entered, as well as which are currently complete or incomplete.