

Manager: View Employee Action Item and Goal Status

The following steps guide you through the process to view the status of employee's action items and goals from the Universal Profile feature

- STEP 1.** Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID).
- STEP 2.** On the homepage, expand the right-hand navigation and select **Home** then **Universal Profile**.
- STEP 3.** From your Universal Profile Screen, you will see your own manager and your direct reports. **Click the name** of the employee whose status you wish to view.
- STEP 4.** From the employee's Universal Profile page that opens, select **Actions** from the top menu bar, then **Actions** again. A list of the employee's action items and goals will appear in order of due date – or use the filter buttons at the top to sort differently.