

## How to Update Expectations & Goals in Wrap Up

The following steps guide an **employee** through updating their expectations and goals during the Employee Performance Reflection Wrap Up task.

**STEP 1.** Sign in to your **MyPath** account at [mass.csod.com](https://mass.csod.com) (Login is your employee ID).

**STEP 2.** On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Wrap Up for [Your Name]** link.

My Performance Action Items	
	Due Date
<a href="#">FYXX MassPerform Wrap Up for Tiffany Hanchett</a>	3/7/2024

**STEP 3.** You'll be brought to the **Overview** page. Review the on-screen instructions and then select the **Next** button at the bottom of the screen to proceed.

**Note:** You may also select the **Sections** button on the left-hand panel to navigate between sections.

Overview

Welcome to the annual MassPerform Wrap Up task! The steps in this task are meant to guide a thoughtful reflection on the employee's performance and significant accomplishments from the past year. The comments entered here and discussed during the Wrap Up Check-in will help inform the manager as they assign a final rating.

Please select the **Next** button at the bottom of the screen to proceed to expectation and goal reflection.

**Note:** You may also select the **Sections** button on the left-hand panel to navigate to the next section.

EMPLOYEE REFLECT ON PERFORMANCE

3 section(s)

OVERVIEW

SECTIONS >

- Employee Reflect on Performance
- Manager Assessment & Rating
- Wrap Up Task Validation Period
- Manager Signoff
- Employee Signoff

Next

**STEP 4.** Next, *if you haven't done so already*, click the **Select Expectation & Goals** button above the instructions to pull in any expectations and goals you established during Kickoff. If you've successfully completed Kickoff and pulled in your expectations/goals for Wrap Up, please proceed to **step 5**. Otherwise, please complete **step 4**.

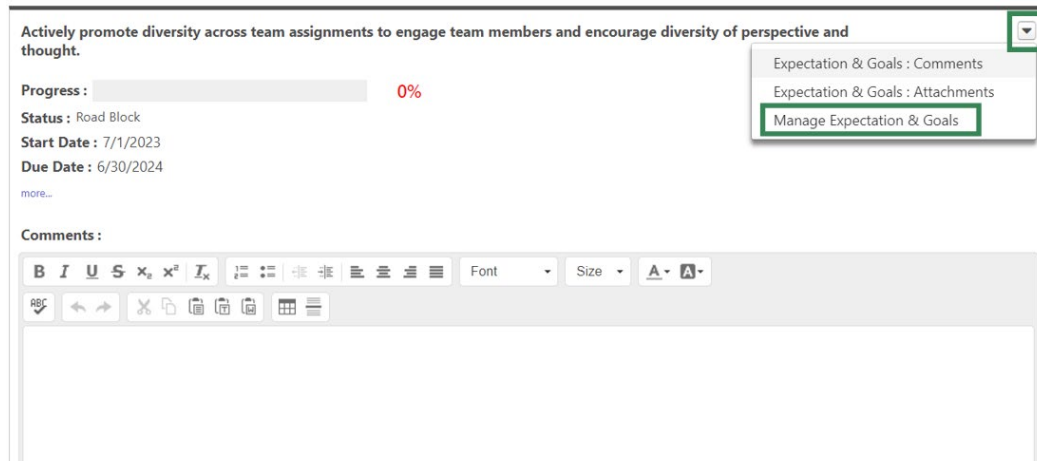
Expectation & Goal Reflection

Select Expectation & Goals

**Note:** If the **Select Expectation & Goals** button does not allow you to click it (grayed out), this means there are incomplete Kickoff steps by either you or your manager. Please ensure all Kickoff action items are complete between you and your manager before proceeding.

After clicking the **Select Expectation & Goals** button, the **Select Goals** pop-up box will appear on the screen which displays the expectations your manager set for you during Kickoff. Click the checkbox within the table next to each expectation you'd like to be assessed by your manager during Wrap Up. Click the **Add** button at the bottom of the pop-up box when finished.

**STEP 5.** All selected expectations and corresponding goals will be displayed on the screen below the instructions. Each expectation and corresponding goal(s) will have its own section on the page. Within each section, click the **More Options** menu button (down arrow) and click the **Manage Expectation & Goals** button to update your progress.



**STEP 6.** Review the additional information below to familiarize yourself with goal progress percentages and status completion names (e.g., Roadblock, In Progress, On Track, Completed).

**Reminder:** Your status and expectation percentage completion is determined by what you put as your start value during Kickoff and how much you have progressed by Wrap Up.

For example, if you set the start value of your goal as 50% during Kickoff and the target was 100%, then during Wrap Up, if your progress is still at 50% for that goal, the progress will **not** display 50%. Instead, it will believe you're at 0% since your percent completion is the same as when you initiated Kickoff. The baseline you established at Kickoff was 50% and there has been no percent increase between Kickoff and Wrap Up.

**Note:** Each expectation and goal have a corresponding status based on the goal(s) completion amount. Please review goal completion status names and corresponding goal completion examples on the next page (e.g., roadblock, in progress, on track, completed).

- **Roadblock:** Overall expectation completion is less than 50%. Remember, goal(s) progress within an expectation drives the overall expectation completion percentage. In this example, one goal was 30% completed and the other was 50% completed, averaging **40%** expectation completion.

### Manage Expectation & Goals

40%

**Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.**

Status : Road Block Due Date : 6/30/2022 Expectation Category : Diversity

Description :

Start Date : 7/1/2021

#### Goals

	<p><b>Description:</b></p> <p>When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... <a href="#">read more</a></p>	<p><b>Target:</b></p> <p>100 %</p>	<p><b>Start Date :</b></p> <p>7/1/2021</p>	<p><b>Due Date :</b></p> <p>6/30/2022</p>	<p><b>Actual:</b></p> <p>30</p>
	<p><b>Description:</b></p> <p>I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... <a href="#">read more</a></p>	<p><b>Target:</b></p> <p>100 %</p>	<p><b>Start Date :</b></p> <p>7/1/2021</p>	<p><b>Due Date :</b></p> <p>6/30/2022</p>	<p><b>Actual:</b></p> <p>50</p>

- **In Progress:** Overall expectation completion is between 50-74%. Remember, goal(s) progress within an expectation drives the overall expectation completion percentage. In this example, one goal was 70% completed and the other was 50% completed, averaging **60%** expectation completion.

### Manage Expectation & Goals

60%

**Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.**

Status : In Progress Due Date : 6/30/2022 Expectation Category : Diversity

Description :

Start Date : 7/1/2021

#### Goals

	<p><b>Description:</b></p> <p>When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... <a href="#">read more</a></p>	<p><b>Target:</b></p> <p>100 %</p>	<p><b>Start Date :</b></p> <p>7/1/2021</p>	<p><b>Due Date :</b></p> <p>6/30/2022</p>	<p><b>Actual:</b></p> <p>70</p>
	<p><b>Description:</b></p> <p>I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... <a href="#">read more</a></p>	<p><b>Target:</b></p> <p>100 %</p>	<p><b>Start Date :</b></p> <p>7/1/2021</p>	<p><b>Due Date :</b></p> <p>6/30/2022</p>	<p><b>Actual:</b></p> <p>50</p>

- **On Track:** Overall expectation completion is between 75-99%. Remember, goal(s) progress within an expectation drives the overall expectation completion percentage. In this example, one goal was 100% completed and the other was 50% completed, averaging **75%** expectation completion.



75%

Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.  
Status : On Track Due Date : 6/30/2022 Expectation Category : Diversity

Description :

Start Date : 7/1/2021

Goals

	<b>Description:</b> When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... <a href="#">read more</a>	<b>Target:</b> 100 %	<b>Start Date :</b> 7/1/2021	<b>Due Date :</b> 6/30/2022	<b>Actual:</b> <input type="text" value="100"/>
	<b>Description:</b> I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... <a href="#">read more</a>	<b>Target:</b> 100 %	<b>Start Date :</b> 7/1/2021	<b>Due Date :</b> 6/30/2022	<b>Actual:</b> <input type="text" value="50"/>

- **Completed:** The goal(s) within an expectation are 100%. Remember, goal(s) progress within an expectation drives the overall expectation completion percentage. In this example, both goals were 100% completed, resulting in **100%** expectation completion.

Manage Expectation & Goals



100%

Consciously raise awareness by increasing visible emphasis on Diversity, Equity, and Inclusion in agency communications.  
Status : Completed Due Date : 6/30/2022 Expectation Category : Diversity

Description :

Start Date : 7/1/2021

Goals

	<b>Description:</b> When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... <a href="#">read more</a>	<b>Target:</b> 100 %	<b>Start Date :</b> 7/1/2021	<b>Due Date :</b> 6/30/2022	<b>Actual:</b> <input type="text" value="100"/>
	<b>Description:</b> I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... <a href="#">read more</a>	<b>Target:</b> 100 %	<b>Start Date :</b> 7/1/2021	<b>Due Date :</b> 6/30/2022	<b>Actual:</b> <input type="text" value="100"/>