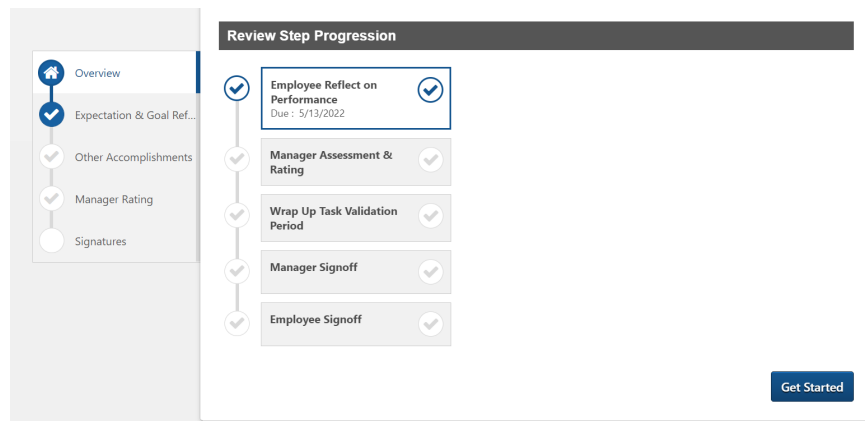


How to Update Expectations & Goals in Wrap Up

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** (Login is your employee ID).

STEP 2. On the homepage, locate the **My Action Items** box over on the right side and click the **FYXX MassPerform Wrap Up** link. You'll be brought to the **Overview** page. Select the **Get Started** button at the bottom of the screen.



STEP 3. 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 already pulled in your expectations/goals, please proceed to **step 4**). A 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.

Please note: If the **Select Expectation & Goals** button does not allow you to click it (grayed out), this means there are incomplete Kickoff steps. Please ensure all Kickoff action items are completed between you and your manager before proceeding. Return to the welcome page and click the **FYXX MassPerform Kickoff** action item link under **My Action Items**. If there are no pending Kickoff actions on your end, no link will display. This means your manager has an outstanding Kickoff action item.



STEP 4. All selected expectations and corresponding goals will display 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.

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

Progress : 0%
Status : Road Block
Start Date : 7/1/2021
Due Date : 6/30/2022
Expectation Category : Diversity

Expectation & Goals : Comments
Expectation & Goals : Attachments
Manage Expectation & Goals

Please be aware that if during Kickoff, for example, you set the start value of your goal as 50% and the target was 100%, then if you get to Wrap Up and still are only 50% of the way through that goal, the progress will **not** display 50%. Instead, it will believe you're at 0% because the baseline you established at Kickoff was 50% and you didn't move the needle between where you started at Kickoff and where you are at in Wrap Up. Additionally, let's say you're now at 75% completion for that goal – the progress will not show 75%, it will show **50%**. The reason is that your established baseline of 50% and target of 100% is only a 50% gap. If you made it to 75% completion, you only made it halfway through that gap between your baseline (actual) and target.

Please note: each expectation and goal have a corresponding status based on the goal(s) completion amount. For example, if you have two goals within an expectation and one is 100% complete, but the other is 60% complete, the expectation will reflect 80% completion. However, this may not always be the case as you must consider the aforementioned (highlighted yellow).

Please review goal completion status names and corresponding goal completion percentages below.

- **Roadblock:** Goal(s) completion is less than 50%

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

Description: When implementing a new system or process, I will always keep diversity, equity, and inclusion at the forefront of... [read more](#)
Target: 100 %
Start Date : 7/1/2021 Due Date : 6/30/2022 Actual: 50

Description: I will consistently ask for agency feedback in meetings to ensure that DEI remains at the center of the conversation and... [read more](#)
Target: 100 %
Start Date : 7/1/2021 Due Date : 6/30/2022 Actual: 50

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

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

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

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

Manage Expectation & Goals

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

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

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

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

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