MyPath MassPerform

How to Update Expectations & Goals in Wrap Up

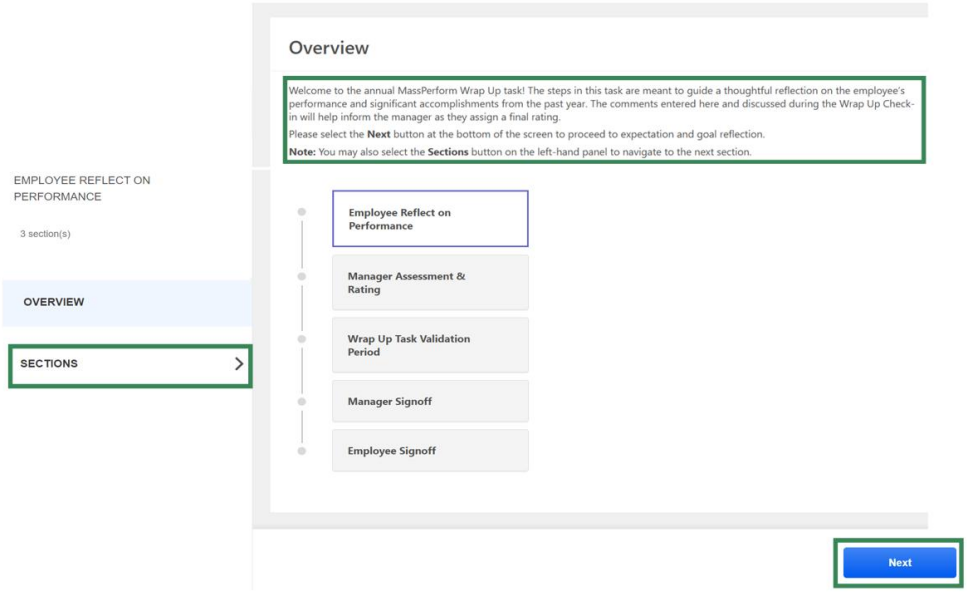
The following steps guide an employee through updating their expectations and goals during the Employee Performance Reflection Wrap Up task.

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

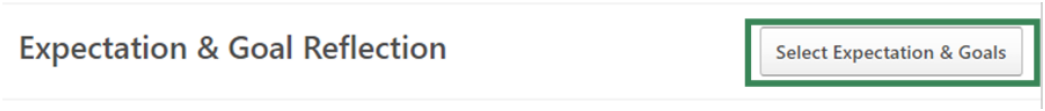
STEP 2. On the homepage, locate the **My Performance Action Items** box on the right side of the screen and click the **FYXX MassPerform Wrap Up for [Your Name]** link.

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.



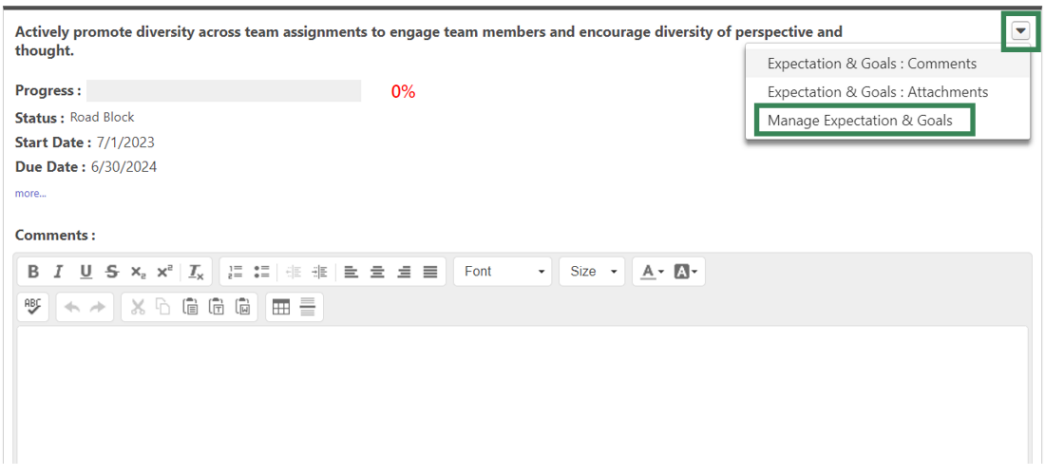
STEP 4. Next, *if you haven't done so already*, click the **Select Expectation & Goals** button above the instructions to pull in any expectations and goals you established during Kickoff. If you've successfully completed Kickoff and pulled in your expectations/goals for Wrap Up, please proceed to **step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



Please 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.

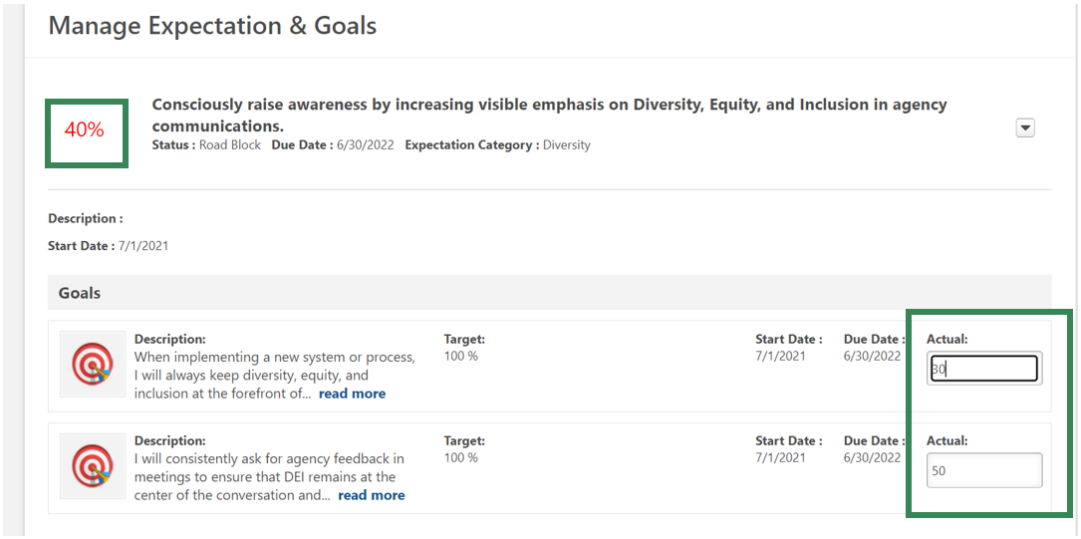


STEP 6. Review the additional information below to familiarize yourself with goal progress percentages and status completion names (e.g., Roadblock, In Progress, On Track, Completed).

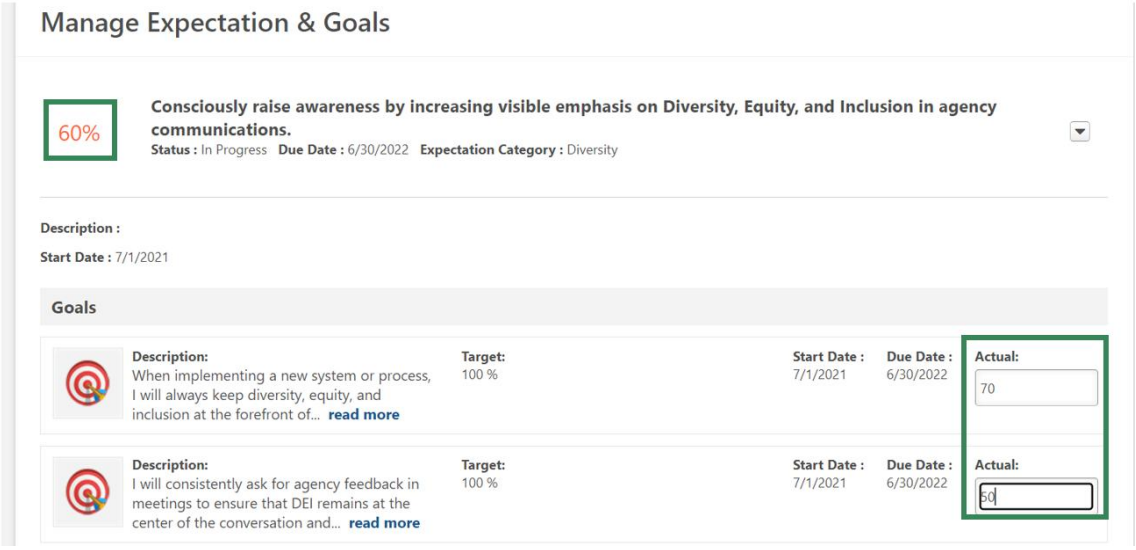
Reminder: If you set the start value of your goal as 50% during Kickoff, for example, and the target was 100%, then during Wrap Up if your progress is still at 50% for that goal, the progress will **not** display 50%. Instead, it will believe you're at 0% because the baseline you established at Kickoff was 50% and you didn't move the needle between Kickoff and Wrap Up. Your status and expectation Percentage completion is driven by what you put as your start value during Kickoff, and how much you moved the needle by Wrap Up.

Please 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).*

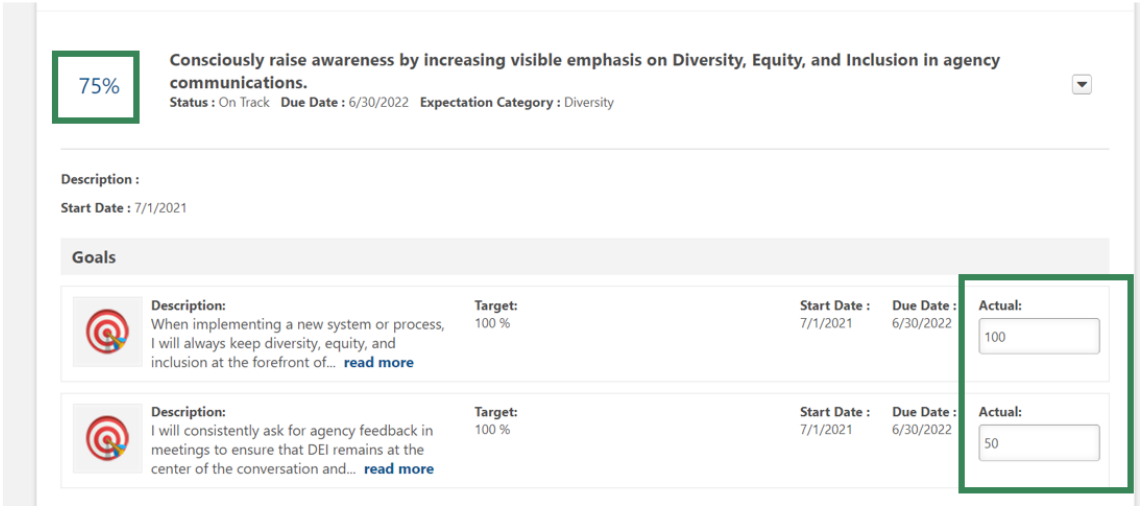
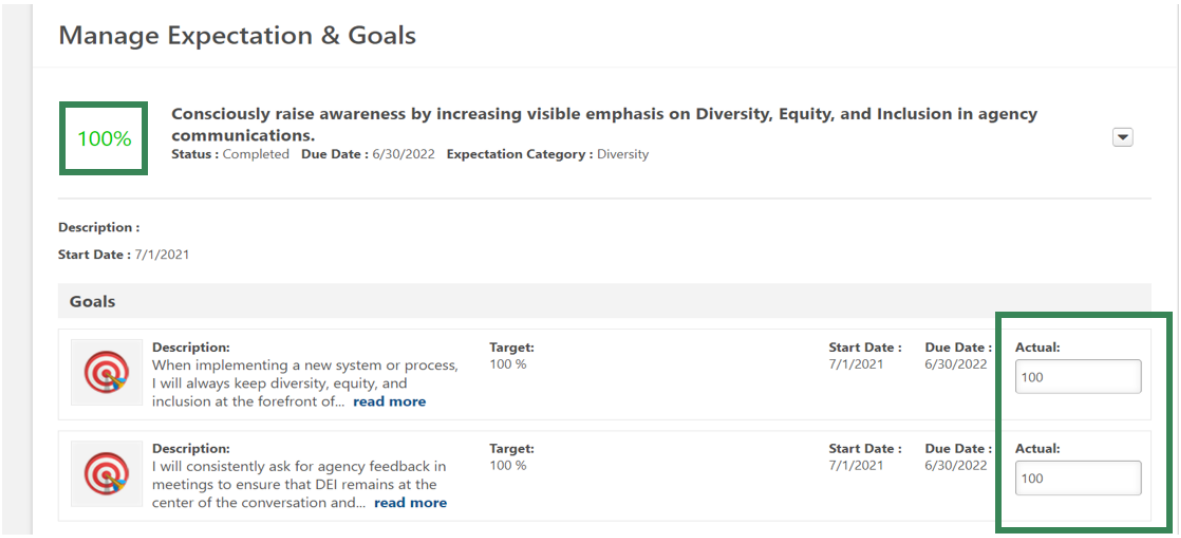
- **Roadblock:** Overall expectation completion is less than 50%. Remember, goal(s) progress within an expectation drives the overall expectation completion percentage. In this example, one goal was 30% completed and the other was 50% completed, averaging **40%** expectation completion.



- **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.



- **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.



- **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.