



## Supervisor: How to Create a New Job Duty for Multiple Employees

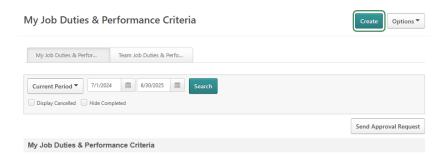
The following steps guide a **supervisor** through creating a new job duty to have assigned to multiple employees. For detailed video instructions, please watch the 2-minute <u>video demonstration here</u>.

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- STEP 2. On the homepage, locate the Job Duties & Performance Criteria or MassPerform Expectations & Goals button.



**Note:** If you personally participate in EPRS as an employee, this button will read as **Job Duties & Performance Criteria**. If you personally participate in MassPerform as an employee, this button will read as **MassPerform Expectations & Goals**.

**STEP 3.** Click the **Create Button** on the top right corner of the page.



**STEP 4.** A new screen will open titled **Create Job Duty and Performance Criteria**. At this time, any necessary updates can be made.

Important Note: If you are a MassPerform employee, this page will appear as the Create Expectations & Goals screen due to your system configuration. You must enter the Job Duty in the Manager Expectation and the Performance Criteria in the Description. You will also have one additional step, select an Expectation Category from the dropdown menu. Please select the EPRS Duty & Performance Criteria option. Once submitted, the system will convert the information into the standard EPRS format on the performance review.

**STEP 5.** Under the **Assignment** section, select the **Your Team** radio button.



**Note:** The **Start Date** and **Due Date** should automatically be set to the current review period. Do not change these dates.

Important Note: Never select the Direct and Indirect Reports checkbox.

STEP 6. Click the checkbox next to each employee to whom this job duty & performance criteria applies.



Note: Never select the Direct and Indirect Reports checkbox.

## STEP 7. Click the Submit button.



## **Supervisor: How to Submit a Draft Job Duty**

- STEP 1. Sign in to your MyPath account at mass.csod.com (Login is your employee ID).
- STEP 2. On the homepage, locate the Job Duties & Performance Criteria or MassPerform Expectations & Goals button.

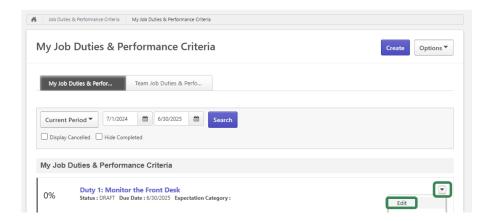


**Note:** If you personally participate in EPRS as an employee, this button will read as **Job Duties** & **Performance Criteria**. If you personally participate in MassPerform as an employee, this button will read as **MassPerform Expectations & Goals**.

STEP 3. In your My Job Duties & Performance Criteria tab, scroll down until you locate the draft Job Duty.

**Note:** If you personally participate in MassPerform, this will be called the **My Expectations & Goals** tab

STEP 4. Click the Goal Options dropdown button and then select the Edit menu item.



**STEP 5.** Review and edit the Job Duty as needed.

**Note:** Do not alter the **Start Date** and **Due Date** as it defaults to the applicable performance review period.

**STEP 6.** Ensure that the correct employee or employees have been selected under the **Assignment** section.



Important Note: Never select the Direct and Indirect Reports checkbox.

**STEP 7.** Click the **Submit** button to add the duty to the performance review or click the **Cancel** button to return to the prior screen.