

### 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 [video demonstration here](#).

**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 **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.

**Assignment \***

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

| <input type="checkbox"/> | Name  | Title   | Direct and Indirect Reports |
|--------------------------|---|---|-----------------------------|
| <input type="checkbox"/> | <br>Michel Gerard    |  | <input type="checkbox"/>    |
| <input type="checkbox"/> | <br>Sookie St. James |  | <input type="checkbox"/>    |

**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.

**Assignment \***

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

| <input type="checkbox"/>            | Name  | Title   | Direct and Indirect Reports |
|-------------------------------------|---|---|-----------------------------|
| <input checked="" type="checkbox"/> | <br>Michel Gerard    |  | <input type="checkbox"/>    |
| <input checked="" type="checkbox"/> | <br>Sookie St. James |  | <input type="checkbox"/>    |

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

**STEP 7.** Click the **Submit** button.

Cancel

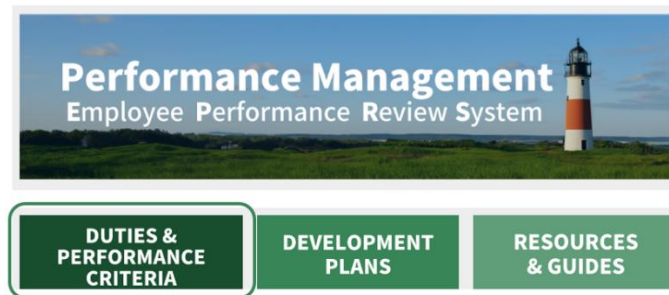
Save as Draft

Submit

## Supervisor: How to Submit a Draft Job Duty

**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 **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** button.

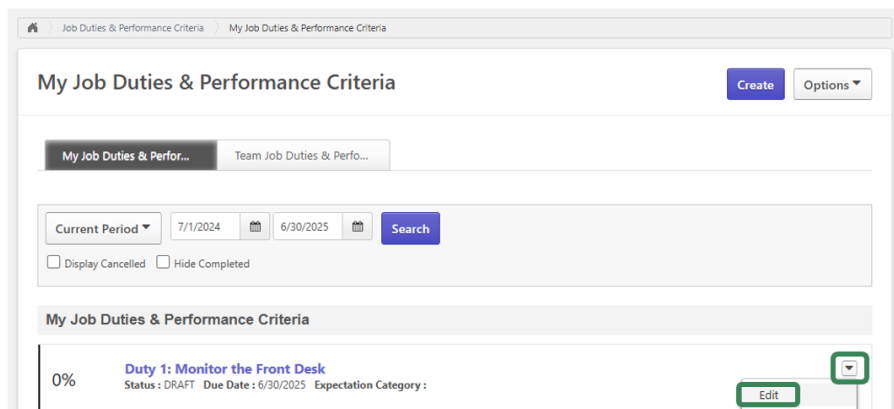


**Note:** If you personally participate in EPRS as an employee, this button will read as **Job Duties & Performance Criteria**. If you personally participate in MassPerform as an employee, this button will read as **MassPerform Expectations & Goals**.

**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.

**Assignment \***

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

| <input type="checkbox"/>            | Name  | Title  | Direct and Indirect Reports         |
|-------------------------------------|---|--|-------------------------------------|
| <input checked="" type="checkbox"/> | <br>Michel Gerard    |  | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <br>Sookie St. James |  | <input type="checkbox"/>            |

**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.