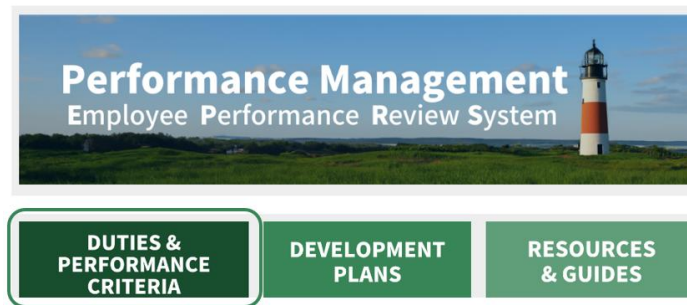


Supervisor: How to Create a New Job Duty for Multiple Employees

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](#).

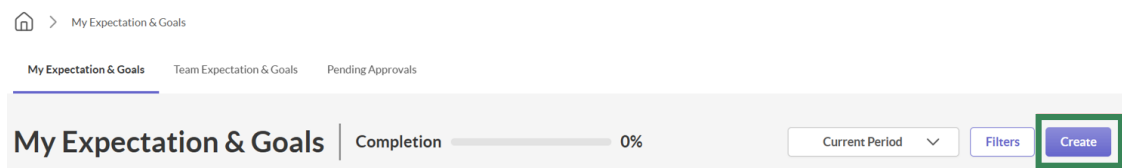
STEP 1. Sign in to your **MyPath** account at **mass.csod.com** (Login is your employee ID).

STEP 2. On the homepage, locate the **Job Duties & Performance Criteria** or **MassPerform Expectations & Goals** link.



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

Note: The **Start Date** and **Due Date** should automatically be set to the current review period. Do not change these dates *unless* the employees are in a **Stretched** review cycle.

STEP 5. Under the **Assignment** section, select the **My Team** radio button. Click the checkbox next to each employee to whom this job duty & performance criteria applies.

Assignment
Select which users or OUs this duty should be assigned to.

Myself My Team Custom

All Direct Reports

<input type="checkbox"/>	KF	Kelly Flannery Employee Performance Coord
<input checked="" type="checkbox"/>	AJ	Adele Jean Sr C&C Analyst
<input checked="" type="checkbox"/>	LO	Latoya Odium Sr Account Analyst for C&C

Important: Never select the **All Direct Reports** checkbox.

STEP 6. Click the **Submit** button.

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.

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

STEP 4. Click the **Goal Options** ellipses icon  and then select the **Edit** menu item.

My Expectation & Goals Team Expectation & Goals Pending Approvals

On Track Due Date: 6/30/2026

DW **Oversee the administrative tasks, including scheduling, answering phone calls, and tracking program activities.** 0% **Edit** Delete Copy View History

On Track Due Date: 6/30/2026

DW **Produce accurate monthly reports detailing program activities.** 0% **...** ^

Draft Due Date: 6/30/2026

Description

Reports will track the success of the programs

STEP 5. Review and edit the Job Duty/Expectation as needed.

Note: The Start Date and Due Date should automatically be set to the current review period. Do not change these dates *unless* the employees are in a Stretched review cycle.

STEP 6. Ensure that the correct employee or employees have been selected under the **My Team** radio button.

Assignment
Select which users or OUs this duty should be assigned to.

Myself My Team Custom

All Direct Reports

KF Kelly Flannery
Employee Performance Coord.

AJ Adele Jean
Sr C&C Analyst

LO Latoya Odium
Sr Account Analyst for C&C

Important: Never select the **All Direct 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.