Employee Goal Setting Instructions – Performance system

Logging In

1. Log into PioneerWeb.du.edu with your DU ID and Password
2. Under the Employee Tab, choose Performance System Login
3. Enter your DU Email address and PioneerWeb password

Tip: If you need to reset your password, call the UTS Helpdesk at 1-4700

From your Home Page, you can use Performance as both an employee and a Supervisor.

About Goal Setting

- Each employee should set a minimum of two individual goals.
- Each employee should receive a minimum of two goals from their direct Supervisor, which could be departmental or individual goals.
- Each employee should have a maximum of eight goals in their goal plan.
- Goal plans will feed into the Appraisal form and will count for 20% of the overall appraisal score.
- Employees should receive cascaded goals from their Supervisor before requesting approval of their goal plan.
- Goals should not be a repeat of essential job duties. They are meant to focus on
  1. An opportunity for improvement, growth or development on an existing task or skill
  2. An opportunity for growth or development of you, the employee
Creating Goals

At the beginning of the performance cycle, a task is launched from HR requesting that you set goals for the coming performance year. To start, click the task title - **Set Goals** under the “My To Do’s” list (like you see below).

**Note:** You may also enter the goal plan from the left navigation menu: **My Goals**

From the **My Goals** tab, click **Create New Goal**.

The system displays the **Goal Details** page. On this page:

1. Select Individual Goals as the goal category. (If you are a Supervisor creating goals for someone else, see the Supervisor instructions)
2. Enter a description of the goal (using the SMART goal method).
3. Set a due date for the goal.
4. Describe how the goal will be measured.
5. Save the goal.

After you click “Save Goal in Goal Plan” the system returns to the **My Goals** tab. Follow the same directions above to continue to create additional individual goals.

Website: [www.du.edu/performance](http://www.du.edu/performance)  
Email: PerformanceManagement@du.edu
Cascaded Goals

Cascaded goals are goals that are created by a Supervisor or senior management and have been passed down to employees.

To view goals your Supervisor has cascaded to you, click My Goals and look for goals with the Supervisor symbol next to them. These goals automatically have an approved status, but you still need to request plan approval for the goals you set for yourself.

Completing the Goal Plan

Once you have created your goals and accepted cascaded goals, you are ready to request approval for your goal plan. Please be sure to make all final edits before you submit your plan to your Supervisor – changes can be made after you submit the plan, but it requires an extra step of your Supervisor rejecting the plan OR you reopening the plan in order for you to make edits and request approval again.

**DO NOT request plan approval until your goal plan is complete!**

To request approval, navigate to the My Goals tab. Click the **Choose an Action** drop-down arrow to request approval on your goal plan from your Supervisor. This sends an email and creates a new **To Do** for your Supervisor.

For Supervisor Instructions on how to create Cascaded goals and approve or reject goals plans, visit the Performance Management website.