

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.

The screenshot displays the Performance System interface for a user in Manager Training. On the left is a navigation menu with categories: Home, User Guide, Development Planning (with sub-items: Manage Development Plan, Review Development Plans), Performance Planning (with sub-items: My Goals, Appraisal, Appraisal Status), Reports (with sub-items: Goal Setting, Appraisal), and User Preferences (with sub-item: Change Password). The main content area is titled 'Welcome Manager Training' and includes instructions to complete tasks before their 'Due Dates' and a contact email 'employeeservices@du.edu'. Below this is a 'My To Do's' section showing 'You currently have no tasks'. On the right, a 'Manager Training' profile card shows a placeholder for a profile picture and icons for Profile, Journal, and My Team. Below the profile are fields for Location, Hire Date, and Next Review Date. Further down are sections for 'My Goals' (showing 'You currently have no Goals') and 'My Team Members (1)' (listing 'Employee, Training').

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:

2015 Goal Plan Annual

The screenshot shows the 'Goal Details' page with the following elements and callouts:

- 1:** A dropdown menu for 'Category' set to 'Individual Goals'.
- 2:** A text input field for 'Description' containing 'SMART goal'.
- 3:** A date picker for 'Due Date' set to '9/30/2015'.
- 4:** A text input field for 'Measurement' containing 'How will the goal be measured?'.
- 5:** A 'Save Goal in Goal Plan' button at the bottom right.

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.

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](#).

2013 Goal Period select another plan

My Goals | Cascaded Goals

Goal Plan Summary: 3 goals - 1 unapproved, 2 approved and 0 pending

Choose an Action: Create a New Goal

Goal Description	Status	Due Date	Progress	Details	Actions
Improve Customer Satisfaction Survey Score	Approved	12/31/2013	0%	Degree of Importance: 2 - Critical	-- choose --
Complete "Handling Customer Complaints" eCourse.	Approved	2/22/2013	0%	Degree of Importance: 0 - Not Weighed	-- choose --
Shadow co-worker to build skills in making better sales.	Unapproved	3/31/2013	0%	Degree of Importance: 1 - Important	-- choose --