Performance Management at DU
Division Representative Training

Human Resources & Inclusive Community

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Performance and Career Development Consultant
Agenda

- Updates
- Your Role
- Resources to Support YOU!
- Performance Cycle
- Structure
- Performance Planning
- How to access
- Reports & Dashboards
• Performance Planning (first 6 weeks) and Performance Review (last 6 weeks) are required
• Quarterly Check-ins are system generated reminders, but no task requirement
• Managers can now roll back forms
• System-Generated Reminders
• Reports
• Dashboards – task complete and past due
Updates for Newly Hired Employees

- Performance Planning launched on new employees hire date
- New Hire Onboarding Checklist launched 30 days after hire date
- All new hires are included in the Performance Management process
- Merit eligibility remains the same: July 1 cutoff
- 90 day blackout window for new hires only, relative to the division
Your Role as Division Representative

- Serve as main point of contact for your division:
  - Field Questions
  - Communicate any changes and tasks

- Drive compliance

- Liase with HRIC about your needs and to continue developing features

- Keep changes to staff reporting structures updated in Banner

- Check reporting structure in new system before Performance Planning and Performance Reviews
Resources to support YOU!

- Performance Lead, Mia Elizardi
- System Administrator, Gerry Hoenings
- performancemanagement@du.edu
- www.du.edu/performancemanagement
- Your HR Partner
Performance Management at DU

YEAR-END PERFORMANCE REVIEW
- Provide fair ratings for Job Goals and Objectives and Competences
- Provide clear examples and evidence of ratings
- Capture accomplishments and outcomes
- Review progress on Professional Development Plan
- Conduct formal “no-surprises” review meeting

PERFORMANCE PLANNING
- Set clear, concrete, and connected expectations about results by:
  1. Creating Job Goals & Objectives
  2. Reviewing Competencies
- Discussing development opportunities for job specific short-term and long-term career goals by:
  1. Creating Professional Development Plan

QUARTERLY CHECK-IN
- Solicit and provide feedback, coaching, and recognition
- Review progress to date
- Adjust goals as needed
- Update priorities or expectations
- Supervisor to explore barriers and how to remove them
- Celebrate accomplishments

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Pioneer@Work
<table>
<thead>
<tr>
<th>Job Goals and Objectives</th>
<th>Competencies</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>40%</td>
<td>Not rated</td>
</tr>
</tbody>
</table>

**Competencies**

- Inclusiveness
- Work Quality
- Communication
- Dependability
- Initiative

**Rating Scale**

- Exceptional (4.5-5)
- Advanced (3.5-4.49)
- Solid (2.5-3.49)
- Developing (1.5-2.49)
- Unsatisfactory (1-1.49)

**Merit Cycle**

- October 1 – September 30

**Academic Cycle**

- July 1 – June 30
Performance Planning

What do I need to do in order to be successful this year?

Three Sections of Performance Planning:
1. Write Job Goals and Objectives
2. Review Competencies
3. Create Professional Development Plan

Three tools to support this process:
1. Reference your Job Description
2. Talk with your manager
3. Consult Team, Unit, Organizational Goals – IMPACT 2025
My Resources

- My Person Profile
- Ethnicity and Race Self-Identification
- PioneerTime
  Firefox (PC) or Safari (Mac) preferred
- Pay Stub | W2
- Shared Services Knowledge Base (forms and guides)
- Employee Information
- Supervisor Resources
- Internal Career Opportunities
- Benefits Information
- Performance Management
  - Performance System Login
  - Performance Management Information
  - Performance Management Online Training

Employee Resources

Documents / Downloads / Policy

- University Budget Transmittal
  For University Employees only - Do Not Distribute
- Accelerating Success: Building a Dynamic Diversity Equity & Inclusion Infrastructure At the University of Denver
  For University Employees & Students only - Do Not Distribute
- Employee Handbook
- 2019-20 Equal Opportunity & Title IX Procedures
- Chancellor’s Speeches
- University Factbook
- Policies
- Continuity of Operations Plans
- Campus Security Authority Incident Form

Applications / Services

- Directories: People | Departments
- Maps | Directions to DU
- Parking
Dashboards and Reporting

For more information, please visit the Performance Management website Resources.
TOWN HALL SESSIONS

Upcoming Dates - 2020

JANUARY 8, 2020 – Wednesday – 3-4pm, AAC 290
JANUARY 10, 2020 – Friday - 11-12pm, AAC 290
JANUARY 16, 2020 – Thursday – 2-3pm, AAC 290

We strongly encourage you to attend and for you to encourage your division leadership and employees to attend!
THANKYOU!