



PERFORMANCE MANAGEMENT AT DU


HOW TO VIEW COMPLETED FORMS

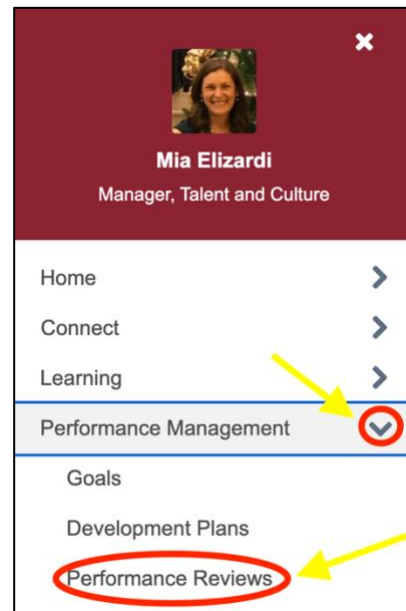
ALL EMPLOYEES

LOGGING IN

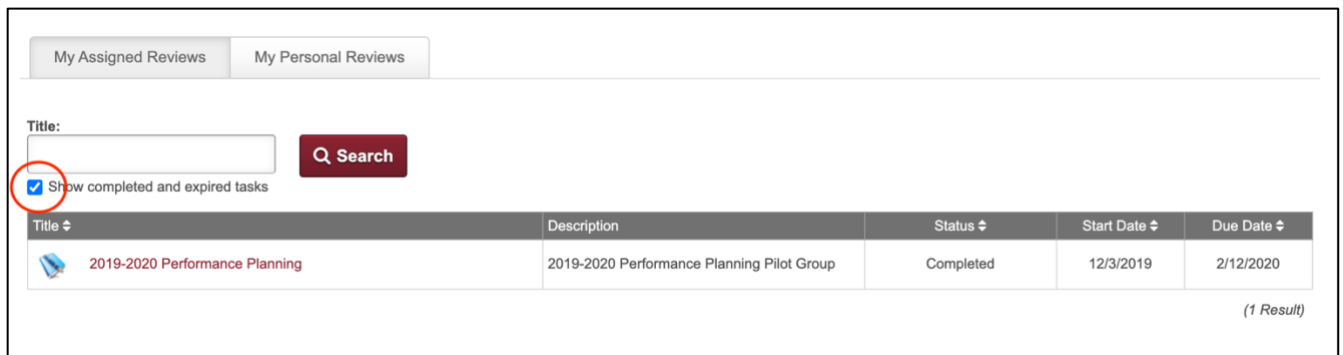
1. Log into [PioneerWeb](#)
2. Under the Employee Tab, in the My Resources box, open Performance Management folder and select [Performance System Login](#)
3. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen where you can see your performance management tasks.

TO VIEW COMPLETED FORMS

4. Click on the hamburger menu  at the top right.
5. Click on **Performance Management** menu and then select "Performance Reviews".



6. To view the forms that have been assigned to you, check the box next to "Show completed and expired tasks" under the "My Assigned Reviews" tab. Select the form you want to view and save it to a location of your choice.



7. To view your personal reviews, click the "My Personal Reviews" tab. Select the form you want to view and save it to a location of your choice.