



PERFORMANCE MANAGEMENT AT DU

# HOW TO VIEW NEW DIRECT REPORTS' PAST PERFORMANCE PLANS AND REVIEWS

FOR MANAGERS

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## LOGGING IN

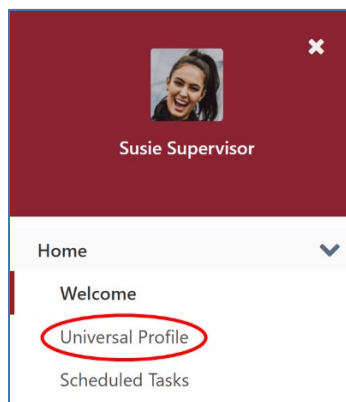
1. Log into [PioneerWeb](#)
2. Under the Employee Tab, in the My Resources box, click on the Pioneer@Work link.
3. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen.

## SUMMARY

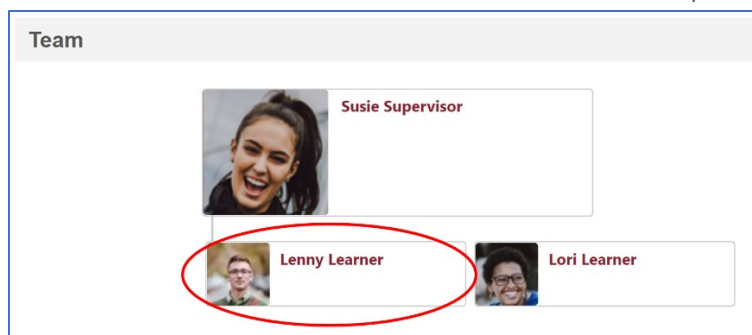
As a new manager to DU, or current employee moving to a manager role, you have the ability to see your new direct reports' past performance plans and reviews that were reviewed and/or completed by their previous manager. These forms are available in Pioneer@Work effective as of 2019-20 performance year. For older reviews, please contact [performancemanagement@du.edu](mailto:performancemanagement@du.edu).

## TO VIEW NEW DIRECT REPORTS' PERFORMANCE PLANS AND PERFORMANCE REVIEWS

1. Navigate to the navigation menu icon in the upper right corner of the screen.
2. Click on "Universal Profile".

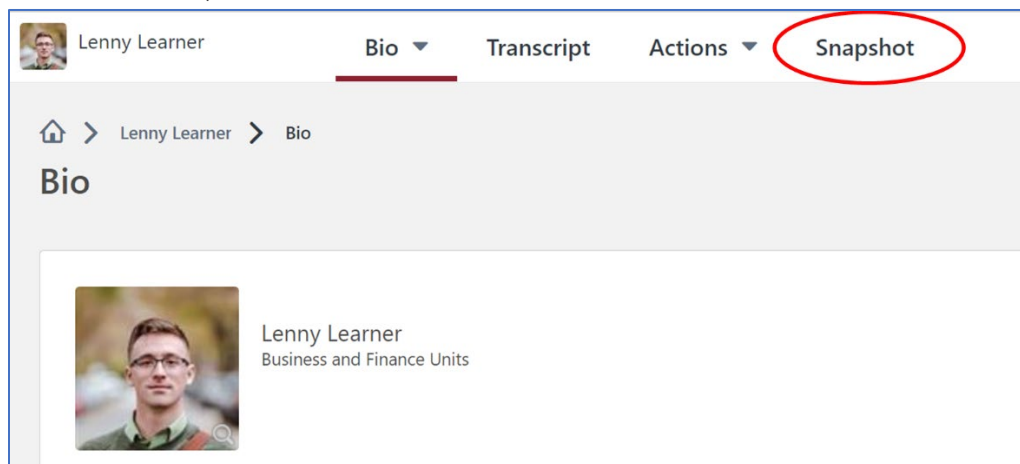


3. Scroll down to the Team Section and click on the name of your new direct report.

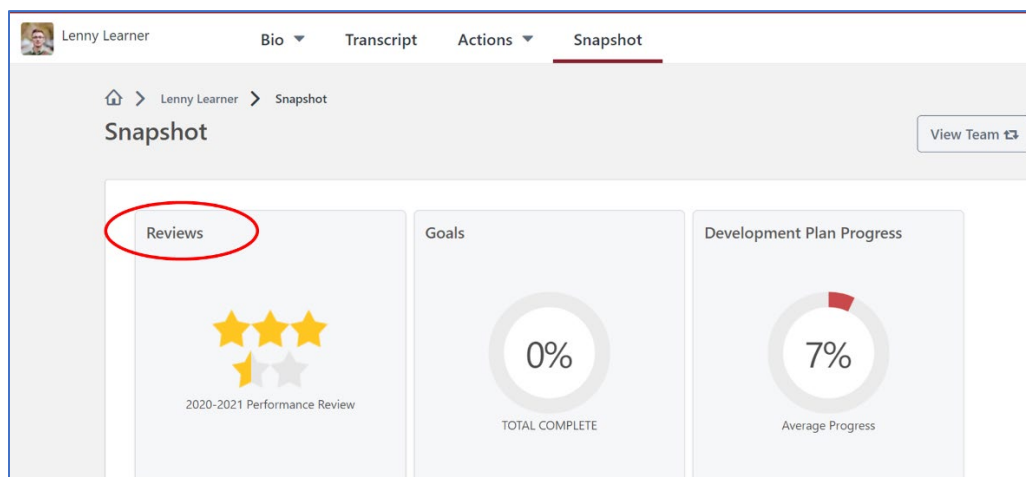




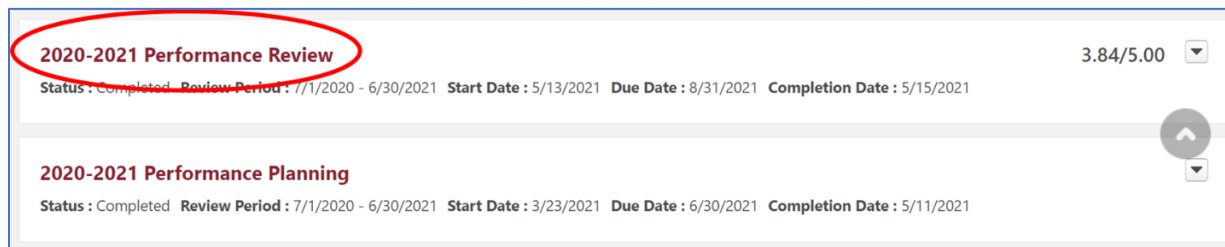
4. Click on the “Snapshot” tab.



5. Click on “Reviews”.



6. Locate the Performance Plan or Performance Review you want to view and click on the title. This will prompt a download of the form (make sure you have your pop-up blocker disabled).



QUESTIONS? *Reach out to [performancemanagement@du.edu](mailto:performancemanagement@du.edu)*