Performance Management at DU
Overview & System Training

Human Resources & Inclusive Community
• Performance Planning (first 6 weeks) - formerly "Goal Setting" and Performance Review (last 6 weeks) are **required**

• Quarterly Check-ins are strongly encouraged; you will receive a system generated reminder, but no task is required

• Managers can now roll back forms and assign goals to direct and indirect reports

• System-Generated Reminders

• Employees **must** sign off on Performance Planning to complete the task
Resources to support YOU!

• Your Division Representative for Performance Management
• Your HR Partner
• Manager of Talent and Culture, Mia Elizardi
• System Administrator, Gerry Hoenings
• All inquiries must go to performancemanagement@du.edu
• For more information on Performance Management, please visit: www.du.edu/performancemanagement
Phase 1
• Set clear, concrete, and connected expectations about results:
  1. Create Job Goals & Objectives
  2. Review Competencies
• Discussing development opportunities for job specific short-term and long-term career goals:
  3. Create Professional Development Plan

Phase 2

QUARTERLY CHECK-IN: MID-YEAR
• 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

Phase 3

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

Phase 4

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

Performance Management at DU

Pioneer@Work
Five Strategic Imperatives

Ensure a bold, sustainable, mission-driven future for DU
Enhance and expand a unique DU global, holistic, 4-Dimensional student experience
Cultivate an exceptionally diverse, inclusive and equitable community
Define and model a 21st Century Engaged Research University
Deliver academic excellence with a modern portfolio of academic programs
Performance Planning Steps

Job Goals and Objectives
- **Action**: Set goals for the past year
- **Rating**: 60% of performance rating

Competencies
- **Action**: Review competencies
- **Rating**: 40% of performance rating

Professional Development Objectives
- **Action**: Create a plan for your professional growth
- **Rating**: Not rated
Job Goals and Objectives

• Alignment
  * Strategic imperatives
• Division leader's goals
• Supervisor's goals
• Set a due date for goals
• Assigned goals
Competencies

- Inclusiveness
- Communication
- Work Quality
- Dependability
- Initiative
Professional Development Plan

Two types of objectives
1. Development
2. Future/Career

Two steps
1. Add objective
2. Create Action Step AND/OR search for applicable training
### Performance Planning Timeline

**Academic and Merit Cycles**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Date</th>
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<tbody>
<tr>
<td>Performance Planning Starts</td>
<td>Monday, April 5</td>
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<tr>
<td>Employee Performance Planning Due Date</td>
<td>Friday, April 23</td>
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<td>Manager Review Due Date</td>
<td>Monday, May 10</td>
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<tr>
<td>Employee Acknowledgment Due Date</td>
<td>Monday, May 17</td>
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## Performance Review Timelines

### Academic Cycle

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<td>Employee Review Starts</td>
<td>Monday, May 17</td>
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<tr>
<td>Employee Review Due Date</td>
<td>Monday, May 31</td>
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<td>Manager Review Due Date</td>
<td>Monday, June 14</td>
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<td>Employee-Manager Meeting Due Date</td>
<td>Friday, June 25</td>
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<tr>
<td>Employee Acknowledgment Due Date</td>
<td>Wednesday, June 30</td>
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### Merit Cycle

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<td>Employee Review Starts</td>
<td>Monday, Aug. 16</td>
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<tr>
<td>Employee Review Due Date</td>
<td>Monday, Aug. 30</td>
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<td>Manager Review Due Date</td>
<td>Monday, Sept. 13</td>
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<td>Employee-Manager Meeting Due Date</td>
<td>Friday, Sept. 24</td>
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<tr>
<td>Employee Acknowledgment Due Date</td>
<td>Thursday, Sept. 30</td>
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</table>
Accessing Pioneer@Work

www.du.edu/performancemanagement
*Look for announcements about Performance Management in The Bridge

www.du.edu/performancemanagement
THANKYOU!