

Performance Management at DU Overview & System Training

Human Resources & Inclusive Community





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- 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

- When task is assigned to you
- Due in 5 days
- 1 day past due
- 30 days past due
- 60 days past due
- 90 days past due
- 120 Days past due

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



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



PERFORMANCE PLANNING

- 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 4

Phase 1

Performance Management at DU

Phase 3

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



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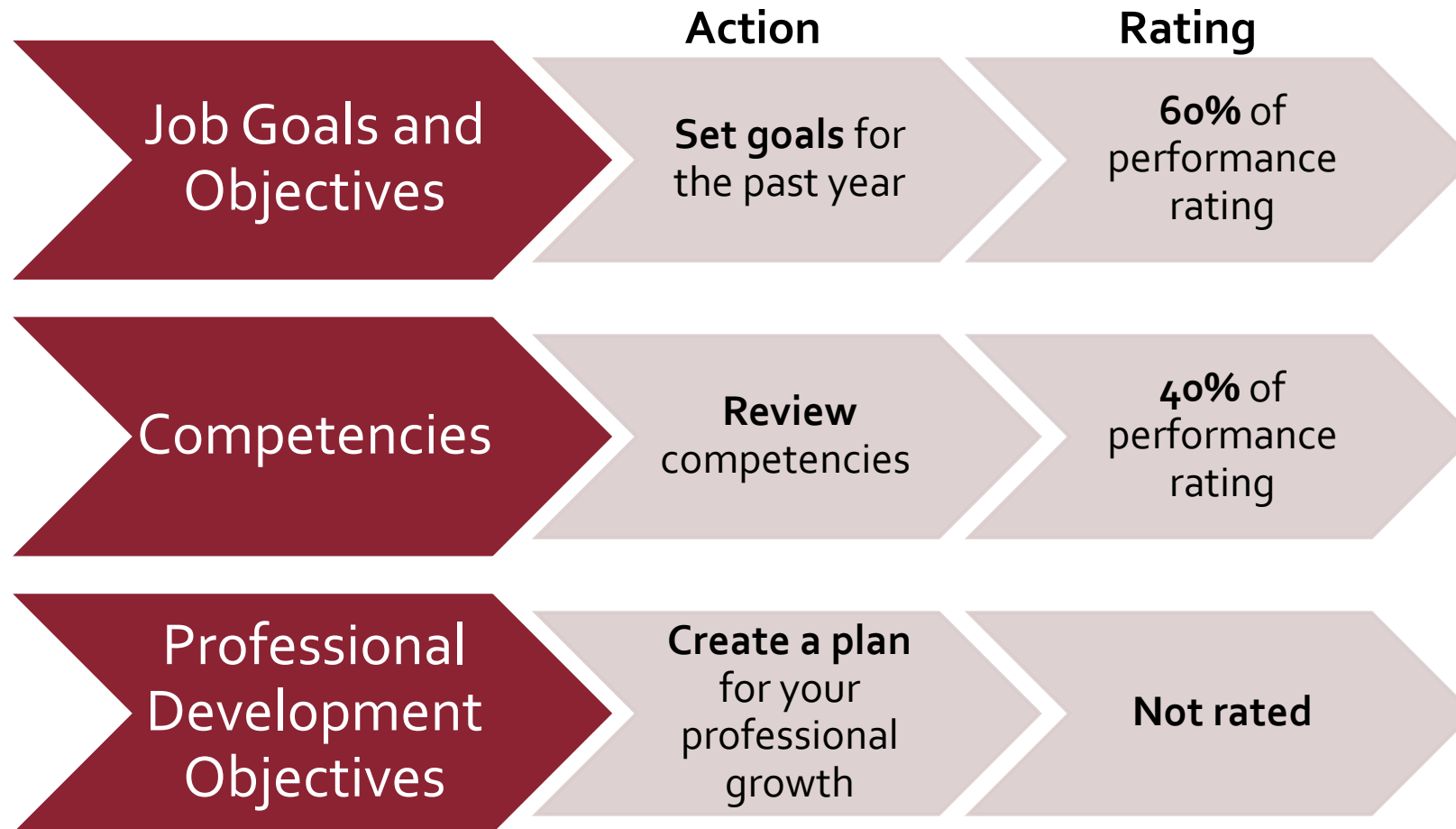
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Five Strategic Imperatives

- | 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

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

Start Date	Due Date *
7/1/2020 	6/30/2021 
DU's Strategic Imperatives *	
Select options 	
<input type="checkbox"/> Select All	
<input type="checkbox"/> 1 - Ensure a bold, sustainable future through our financial, reputational	
<input type="checkbox"/> 2 - Create a unique global, holistic, '4D' student experience	
<input type="checkbox"/> 3 - Cultivate an exceptionally diverse, inclusive, equitable, and welcoming	
<input type="checkbox"/> 4 - Define and model a global, engaged research university	
<input type="checkbox"/> 5 - Ensure academic excellence with a signature portfolio of academic	
<input type="checkbox"/> 6 - N/A	

Competencies

Inclusiveness

Communication

Work Quality

Dependability

Initiative

Professional Development Plan

Two types of objectives

1. Development
2. Future/Career

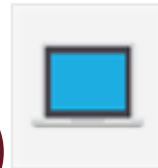
Two steps

1. Add objective
2. Create Action Step AND/OR search for applicable training

1

Add Objective

Improve presentation skills - (Development Objective)



Presentation Tips Weekly

Due: 9/24/2021

2



Facilitate two presentations

Due: 9/24/2021 **Category:** Cross-training **Progress:** 50%

Performance Planning Timeline

Academic and Merit Cycles

Action Items	Date
Performance Planning Starts	Monday, April 5
Employee Performance Planning Due Date	Friday, April 23
Manager Review Due Date	Monday, May 10
Employee Acknowledgment Due Date	Monday, May 17

Performance Review Timelines

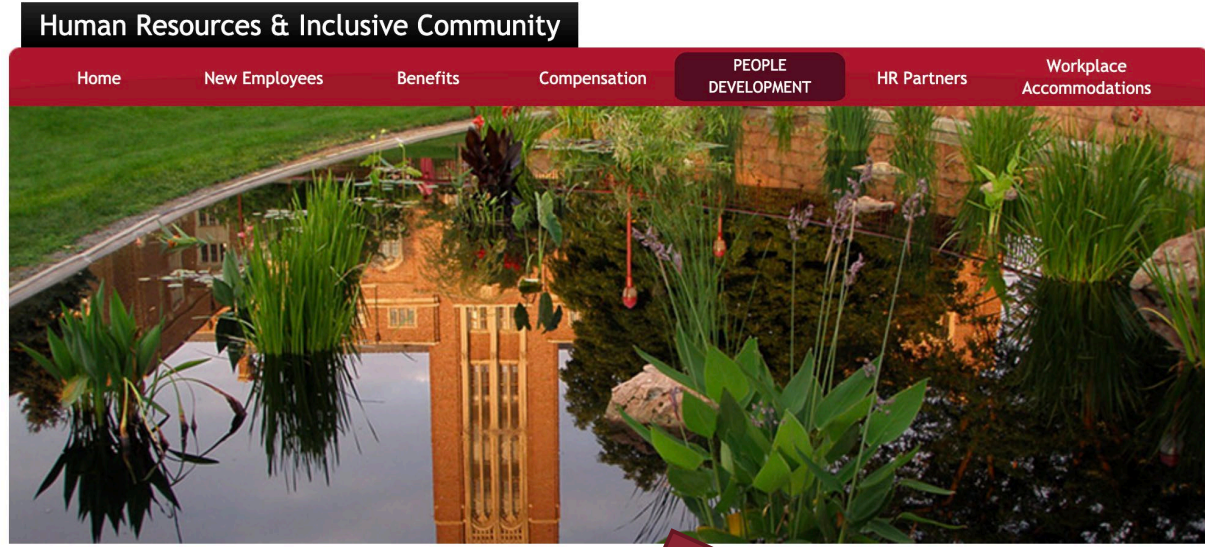
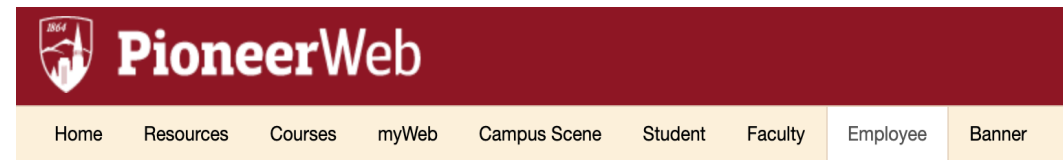
Academic Cycle

Action Items	Date
Employee Review Starts	Monday, May 17
Employee Review Due Date	Monday, May 31
Manager Review Due Date	Monday, June 14
Employee-Manager Meeting Due Date	Friday, June 25
Employee Acknowledgment Due Date	Wednesday, June 30

Merit Cycle

Action Items	Date
Employee Review Starts	Monday, Aug. 16
Employee Review Due Date	Monday, Aug. 30
Manager Review Due Date	Monday, Sept. 13
Employee-Manager Meeting Due Date	Friday, Sept. 24
Employee Acknowledgment Due Date	Thursday, Sept. 30

Accessing Pioneer@Work



PEOPLE DEVELOPMENT
Performance Management

Pioneer@Work

***UPDATE* PERFORMANCE PLANNING FOR 20-21 TO LAUNCH APRIL 5**
Performance Planning task for 2020-2021 opens April 5, 2021.

HRIC has been working with divisional leaders to elevate the impactful work that staff have been engaged in throughout the entire year. Documenting the tremendous accomplishments and meaningful work of our staff and administrators is more important than ever. As such, we have adapted our performance management forms to allow all goals to align to divisional goals and [5 Strategic Imperatives](#).

To log on to the Performance Management System, [Pioneer@Work](#)

To get help using the system, contact the [Performance Management](#) team

To get help with login issues, call the [IT Help Desk](#) at 303-871-4700

Got suggestions, comments, feedback? We'd love to hear from you! [EMAIL US](#).

My Resources

- My Person Profile
- My Employee Profile
- Ethnicity and Race Self-Identification
- PioneerTime
Chrome preferred
- Pioneer@Work**
- Pay Stub | W2
- Shared Services Knowledge Base (forms and guides)
- Employee Information
- Supervisor Resources
- Internal Career Opportunities
- Benefits Information
- Performance Management

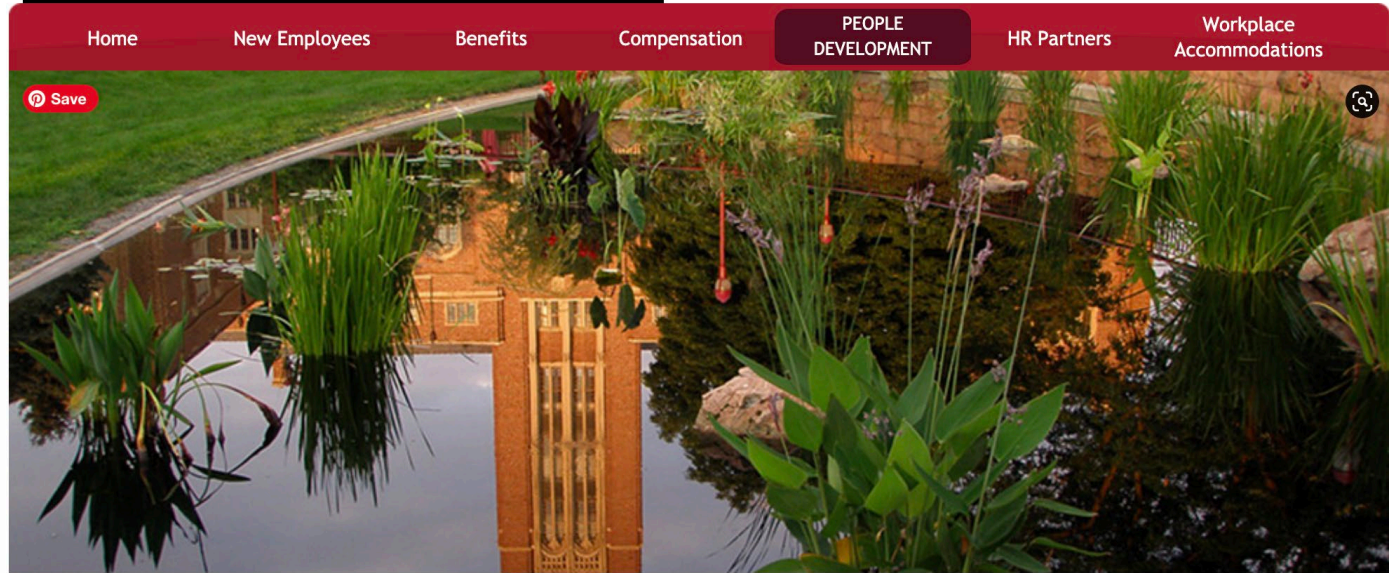
www.du.edu/performancemanagement

THE BRIDGE



**Look for announcements about Performance Management in The Bridge*

Human Resources & Inclusive Community



- People Development
- New Employee Experience
- Learning & Development
- PERFORMANCE MANAGEMENT**
- Performance Planning
- Quarterly Check-ins
- Performance Reviews
- FAQs
- Resources

PEOPLE DEVELOPMENT Performance Management



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Please look for an email from performancemanagement@du.edu to begin entering goals for the 20-21 performance management year on April 5th. You will have six weeks to complete the performance planning process of goal setting with a due date of May 15th.

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THANKYOU!

