HUMAN RESOURCES &
INCLUSIVE COMMUNITY

PERFORMANCE MANAGEMENT AT DU

CREATE DIVISION GOALS USER GUIDE

FOR DIVISION LEADERS

STRATEGIC GOAL ALIGNMENT OF STRATEGIC IMPERATIVES WITH DIVISION GOALS

The University of Denver aspires to be a great private university dedicated to the public good. And in all that we do, we strive for excellence, innovation, engagement, integrity and inclusiveness. As part of the strategic plan, DU IMPACT 2025, we are currently focused on 5 Strategic Imperatives, which represent our most pressing priorities and most exciting potential. It is in the service of these priorities that all members of our community are asked to serve and support.

The 5 Strategic Imperatives are:

1. Ensure a sustainable future for the next generation through our financial, reputational, and operational practices
2. Create a unique global, holistic, '4D' student experience
3. Cultivate an exceptionally diverse, inclusive, equitable, and welcoming community
4. Define and model a global, engaged research university
5. Ensure a signature portfolio of academic programs

As the executive leader of your division, the strategic goals that you have developed for your division inspired by the 5 Strategic Imperatives, will set the priorities for outcomes, processes, and resources. You can now select one or multiple Strategic Imperatives to each of your division goals.

To ensure that all members of our community are engaged in meaningful and impactful work towards the 5 Strategic Imperatives it is crucial that divisional goals are clearly communicated and visible to all employees within your division so that division goals inspire team goals and team goals inspire individual goals. Showcasing the connection between each level gives employees a clear sense of how they are supporting those goals by seeing how their contributions fit into the big picture and the value they bring to the university. Furthermore, goal alignment and visibility allow you to see the connection between strategy and performance within your division and allows you to see areas of strength and opportunities for improvement.

To that end, you have three options to accomplish this with complete step-by-step instructions in this document:

1. Enter each division goal and **select one or multiple Strategic Imperatives** that the goal maps to.
    Ideally each of your division goals is clearly aligned to one or more of the 5 Strategic Imperatives.

2. Enter all your divison goals and make them **visible**.
    Goal visibility allows your employees to align their goals to what you have created, and in this way makes it easier for employees to identify how their daily work aligns to the bigger picture of your unit.

3. Enter goals that you want to **assign** (or cascade), which will automatically display the goal word for word in the goal plan of employees that you select in your unit.
    Assigning goals creates clarity and accountability for goals that are specific and universal deliverables related to the divisional goals and strategic imperatives.

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.
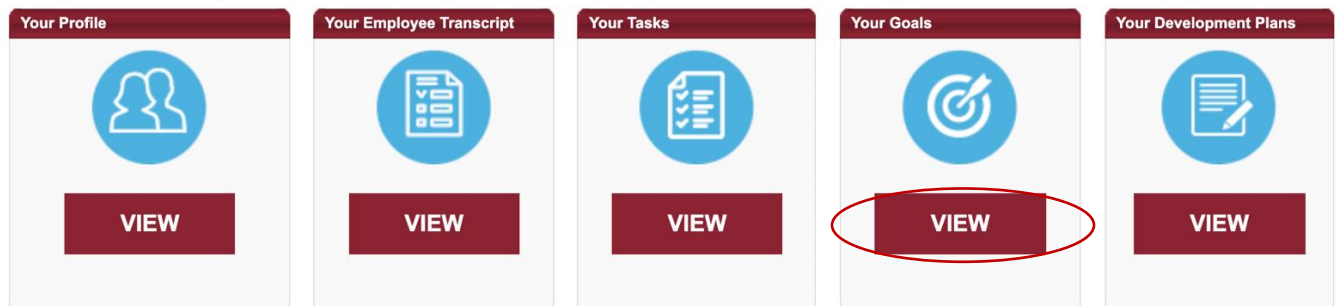
BASIC SYSTEM NAVIGATION

- To return to the Home screen at any time, click on the Pioneer@Work logo at the top left.
- All active tasks will be listed in the "Your Action Items" section.

HOW TO CREATE DIVISION GOALS

1. From the homepage, click "VIEW" under "Your Goals" to create new goals.

2. To create a new goal, click "Create".

3. Fill in each of the fields.

a. **TITLE*** (required)**:** Enter the title of the Division Goal.
b. **DESCRIPTION:** Articulate the specifics of the job goal or objective (i.e. specific, measurable, actionable, relevant and timely).
c. **START DATE and DUE DATE:** Dates default to the start and end of the current performance cycle. Feel free to edit those dates to accurately reflect the time frame of the item.
d. **STRATEGIC IMPERATIVES:** Select which strategic imperative(s) that relates to your goal. If it does not, choose N/A
e. **ATTACHMENTS:** You can attach any supporting documents by clicking, "Choose File". This could include a proposal, business plan, project outline, or something similar. If you will be making goals visible to direct reports, the attachments will be visible to them as well.
f. **GOAL VISIBILITY FOR DIRECT REPORTS:** Visibility defaults at allowing other users to see and align. If you do not want this goal to be visible, you must uncheck and leave this box empty. If you have direct reports, check the "Goal Visibility for Direct Reports" box to open these job goals or objectives to your direct reports for potential alignment.
g. **ALIGNMENT:** Click the align button to see if divisional leadership has created a job goal or objective that the employee could align to.

h. ASSIGNMENT* (required):

NOTE: To assign a goal to ONLY yourself, choose the "Yourself" option. If you want to assign a goal to yourself AND your team, choose the "Your Team" option and be sure to check the box next to your own name.

★ **Yourself:** select "Yourself" to add an item to your own Job Goals and Objectives, OR
★ **Your Team:** select "Your Team", which gives you the option to assign the goal to:
    1. Everyone on your team, INCLUDING yourself (by checking the box), OR
    2. Specific members of your team (by checking the box next to each individual's name), AND/OR
    3. Direct and Indirect Reports (to assign Job Goals and Objectives to others under you in the organizational chart).

4. To complete assigning a Division Goal to select members of your team, click "SUBMIT". Once submitted, this item will display on the assignee's homepage under "Your Action Items".

QUESTIONS?   *Reach out to performancemanagment@du.edu*