

Performance Management at DU

Division Representative Training

Human Resources & Inclusive Community

Mia Elizardi, MA, GCDF, SHRM-SCP, CCSP
Performance and Career Development Consultant





Agenda

- Updates
- Your Role
- Resources to Support YOU!
- Performance Cycle
- Structure
- Performance Planning
- How to access
- Reports & Dashboards



Pioneer@Work

- Performance Planning (first 6 weeks) and Performance Review (last 6 weeks) are required
- Quarterly Check-ins are system generated reminders, but no task requirement
- Managers can now roll back forms
- System-Generated Reminders
- Reports
- Dashboards – task complete and past due

- 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

Updates for Newly Hired Employees

- Performance Planning launched on new employees hire date
- New Hire Onboarding Checklist launched 30 days after hire date
- All new hires are included in the Performance Management process
- Merit eligibility remains the same: July 1 cutoff
- 90 day blackout window for new hires only, relative to the division

Your Role as Division Representative

- Serve as main point of contact for your division:
 - Field Questions
 - Communicate any changes and tasks
- Drive compliance
- Liase with HRIC about your needs and to continue developing features
- Keep changes to staff reporting structures updated in Banner
- Check reporting structure in new system before Performance Planning and Performance Reviews

Resources to support YOU!

- Performance Lead, Mia Elizardi
- System Administrator, Gerry Hoenings
- performancemanagement@du.edu
- www.du.edu/performancemanagement
- Your [HR Partner](#)



YEAR- END PERFORMANCE REVIEW

- Provide fair ratings for Job Goals and Objectives and Competences
- 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 by:
 1. Creating Job Goals & Objectives
 2. Reviewing Competencies
- Discussing development opportunities for job specific short-term and long-term career goals by:
 1. Creating Professional Development Plan



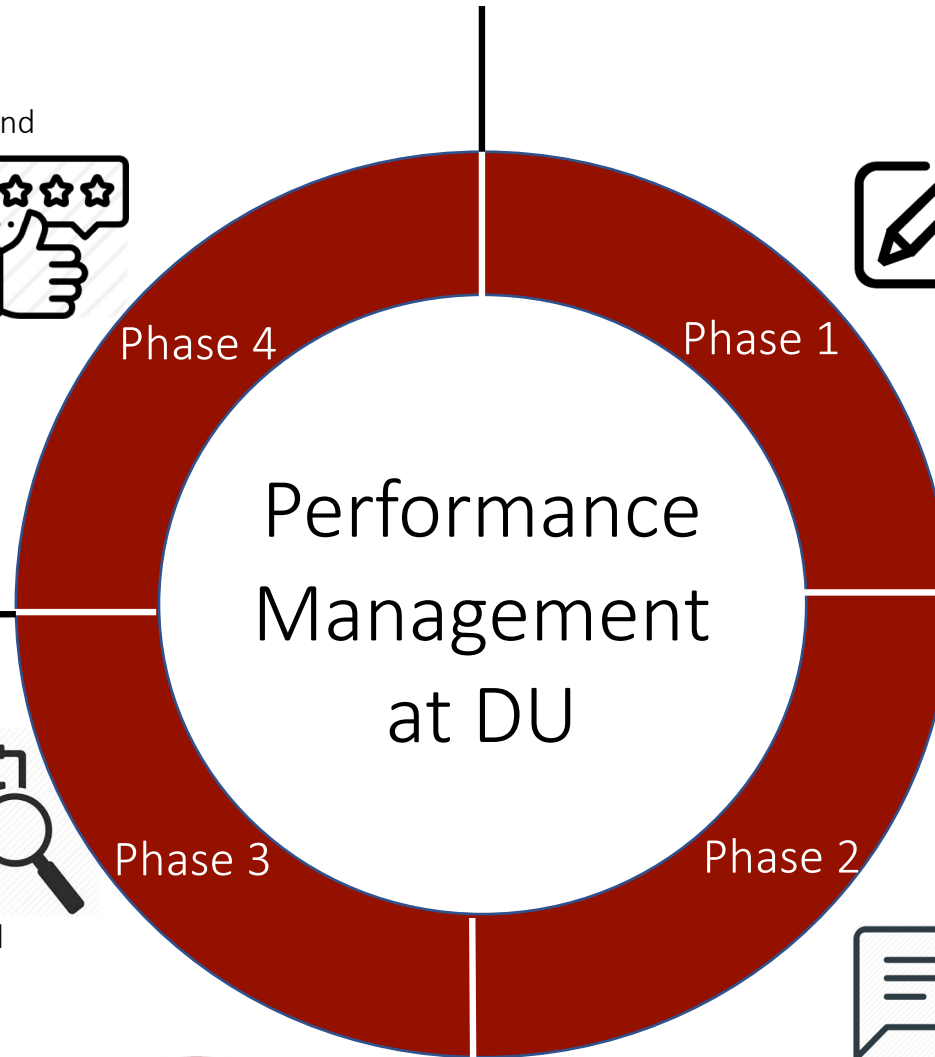
QUARTERLY CHECK-IN

- 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



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



Pioneer@Work

Job Goals and Objectives	Competencies	Professional Development
60%	40%	Not rated

Competencies
Inclusiveness
Work Quality
Communication
Dependability
Initiative

Rating Scale
Exceptional (4.5-5)
Advanced (3.5-4.49)
Solid (2.5-3.49)
Developing (1.5-2.49)
Unsatisfactory (1-1.49)

Merit Cycle	Academic Cycle
October 1 – September 30	July 1 – June 30



Performance Planning

What do I need to do in order to be successful this year ?

Three Sections of Performance Planning:














1. Write Job Goals and Objectives
2. Review Competencies
3. Create Professional Development Plan

Three tools to support this process:

1. Reference your Job Description
2. Talk with your manager
3. Consult Team, Unit, Organizational Goals – IMPACT 2025












My Resources




-  [My Person Profile](#)
-  [Ethnicity and Race Self-Identification](#)
-  [PioneerTime](#)
Firefox (PC) or Safari (Mac) preferred
-  [Pay Stub | W2](#)
-  [Shared Services Knowledge Base \(forms and guides\)](#)
-  [Employee Information](#)
-  [Supervisor Resources](#)
-  [Internal Career Opportunities](#)
-  [Benefits Information](#)
-  [Performance Management](#)
 -  [Performance System Login](#)
 -  [Performance Management Information](#)
 -  [Performance Management Online Training](#)

Employee Resources

Documents / Downloads / Policy

-  [University Budget Transmittal](#)
For University Employees only - Do Not Distribute
-  [Accelerating Success: Building a Dynamic Diversity Equity & Inclusion Infrastructure At the University of Denver](#)
For University Employees & Students only - Do Not Distribute
-  [Employee Handbook](#)
-  [2019-20 Equal Opportunity & Title IX Procedures](#)
-  [Chancellor's Speeches](#)
-  [University Factbook](#)
-  [Policies](#)
-  [Continuity of Operations Plans](#)
-  [Campus Security Authority Incident Form](#)

Applications / Services

-  [Directories: People | Departments](#)
-  [Maps | Directions to DU](#)
-  [Parking](#)

Dashboards and Reporting

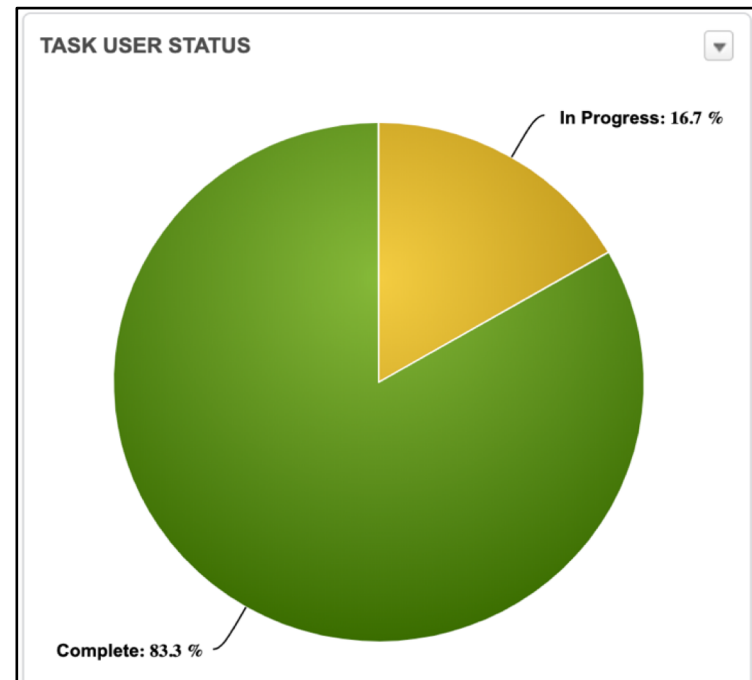
Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Performance

- Bulk Performance Reviews**
Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.
- Development Plan Status**
Displays the status of existing development plans for a set of users. Any user with a Development Plan that overlaps the selected date range will be listed.
- Goal Status**
Display a summary of goal statuses for a specific set of users.
- Individual Competency Ratings Analysis**
Summary information of competency data.
- Performance Review**
View a performance review for a single user.

For more information, please visit the Performance Management website [Resources](#).



TOWN HALL SESSIONS

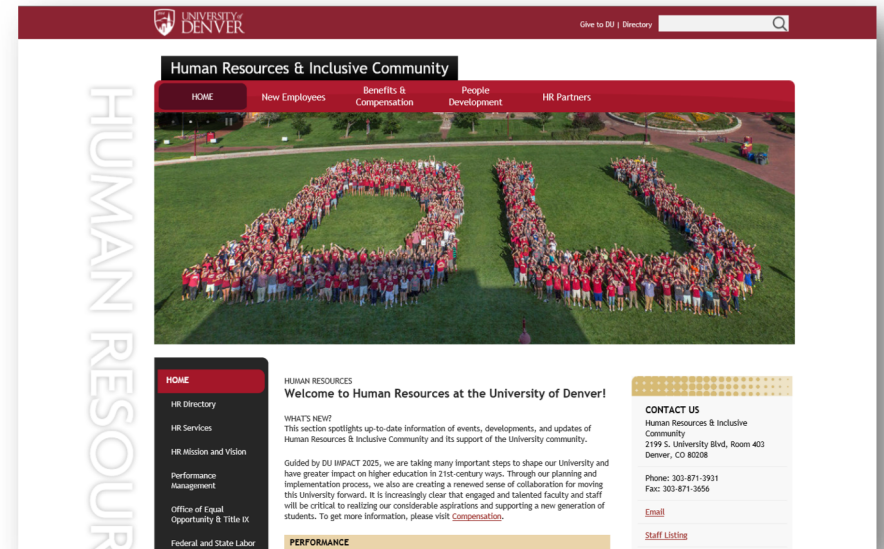
Upcoming Dates - 2020

JANUARY 8, 2020 – Wednesday – 3-4pm, AAC 290
JANUARY 10, 2020 – Friday - 11-12pm, AAC 290
JANUARY 16, 2020 – Thursday – 2-3pm, AAC 290

We strongly encourage you to attend and for you to encourage your division leadership and employees to attend!

THE BRIDGE

Human Resources & Inclusive Community



www.du.edu/performancemanagement

THANKYOU!

