



PERFORMANCE MANAGEMENT AT DU

# EXECUTIVE NARRATIVE PERFORMANCE REVIEW USER GUIDE

FOR EXECUTIVE LEADERS

## LOGGING IN





1. Log into [Pioneer@Work](#)
2. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen where you can see your performance management tasks.

The screenshot shows the Pioneer@Work interface. On the left, under 'Your Action Items', there is a table with the following data:

	Due Date
2020-2021 Performance Planning	4/23/2021
2020-2021 Performance Review	8/30/2021
View: Managing Student Employees (Starts 6/18/2020 9:00 AM)	None
View: StrengthsFinder (Starts 6/8/2020 8:00 AM)	None
Open: 2020-21: University Policies & Guidelines	None
Launch: Preventing Harassment and Discrimination (Non-Supervisors)	None
View: StrengthsFinder (Starts 8/4/2020 1:00 PM)	None

On the right, under 'Special Announcements', there is a notice titled '20-21 Performance Reviews for Divisions on the Academic cycle opens on May 17'. The text states that the next step is a year-end Performance Review, a four-step process starting on May 17 and due by June 30, 2021. The steps are: Step 1: Employee Self Review (due Tuesday, 6/1), Step 2: Manager Review (due Monday, 6/14), Step 3: Manager-Employee Meeting (due Friday, 6/25), and Step 4: Employee Acknowledgement (due Wednesday, 6/30). A 'Back' button is visible at the bottom right of the screenshot.

## SYSTEM NAVIGATION

- To return to the Home screen at any time, click on the Pioneer@Work logo at the top left.
- Utilize the “Your Action Items” section to engage with all active tasks throughout the Performance cycle.
- Click “View” under Your Profile to view your Bio, Actions, and a Snapshot of your progress.
- This navigation is also accessible through the hamburger menu  at the top right.
- Throughout the process, you have the option to select Back to return to the previous screen, select Save and Exit to exit the system, or select Save and Continue to progress to the next section.   

## PERFORMANCE REVIEWS ARE A 3-STEP PROCESS



STEP 1 - The Self Review is an opportunity to capture accomplishments.

STEP 2 - The Manager Review is an opportunity to acknowledge accomplishments throughout the year.

STEP 3 - To complete the Performance Review process, the employee gives final Sign Off.

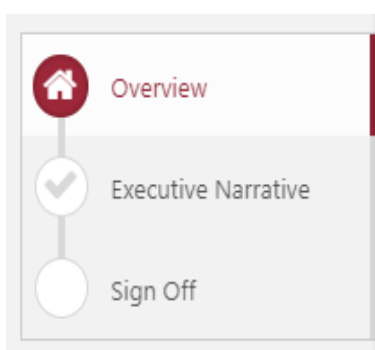


## STEP 1 – SELF REVIEW

Click on the PERFORMANCE REVIEW task.

Your Action Items	
<b>2020-2021 Executive Narrative Performance Review</b>	8/30/2021
<b>View: Managing Student Employees (Starts 6/18/2020 9:00 AM)</b>	None
<b>View: StrengthsFinder (Starts 6/8/2020 8:00 AM)</b>	None

The Self Review has 3 Sections:



SECTION 1: Review the instructions for the year-end Executive Narrative Performance Review. You can also add attachments on this overview page by clicking on the “Options”, then selecting “Attachments”.

SECTION 2: Document your performance accomplishments over the past year. Once you submit the form, it will go to your manager for review.

SECTION 3: The final **Sign Off** can only be completed after your manager has reviewed and signed off on your form.

### SECTION 1: Overview

1. Review the instructions on the Overview page.
2. If you would like to add attachments to your performance review, click on “Options”.
  - a. Click on the “Choose File” button. You can upload up to 3 attachments.
  - b. Click “Save.”
  - c. These documents will then be visible to your manager in Step 2 of Performance Reviews.
3. Once you are ready to proceed, click on “Get Started”.

**2020-2021 Executive Narrative Performance Review** Options ▾

**Lori Learner**  
10/1/2020 - 9/30/2021

**100%**

**Overview** 1

Welcome to the year-end Executive Narrative Performance Review process. Please complete the following review with a detailed assessment of performance during this review period. In addition, you are welcome to attach any supporting material or documentation by selecting “Attachments” in the Options menu to the top right of this page.

There are 3 steps in this process as outlined below. You will receive email prompts throughout the process. The third and final step will require a sign off in order to complete the Executive Narrative Performance Review.  
Please visit [Performance Management](#) for more information.

**Review Step Progression**

- Employee Self Review Due: 8/30/2021
- Manager Review
- Employee Acknowledgement

**3** Get Started



## SECTION 2: Executive Narrative Form

1. In the text box, provide a detailed assessment of your performance over the past year. Think back on key projects or initiatives and include metrics if desired. You may also want to consider framing each of your work accomplishments in terms of the 5 Strategic Imperatives.
2. If you would like to save your progress and complete it at a later time, use the “Save and Exit” button.
3. Once you are ready to submit your executive narrative, click on “Submit”.

## STEP 2 - MANAGER REVIEW

Once your manager reviews your Executive Narrative form and provides their feedback, your Executive Narrative Performance Review will return to your Action Items for the third and final step, Employee Sign Off.

## STEP 3 - EMPLOYEE SIGN OFF

1. Click on your Performance Review in “Your Action Items” on the homepage (see page 2 of this user guide for more details and a visual image).
2. Click on “Get Started”.
3. To complete your Performance Review, your acknowledgement is required. You have two options for completing the Performance Review: signing or declining to sign. A signature does not imply agreement or disagreement, only the acknowledgement that the discussion occurred.
  - To sign: Type your name in the signature box and click on the “Sign” button.
  - To decline to sign: check the box that says, “Decline to sign”.
4. To complete the Performance Review process, click “Submit”.