

Performance Management at DU Overview & System Training For Managers

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 system generated reminders, but no task requirement
- Managers can now roll back forms and assign goals to direct and indirect reports
- System-Generated Reminders
- Employees **must** sign off on Performance Planning

- 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

Resources to support YOU!

- Your Division Representative for Performance Management
- 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:



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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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

Employee

- Drafts Job Goals and Objectives, Reviews Competencies, Drafts PD Plan
- 18 Days to complete
- Due Jan 24th

Manager Review

- Modify – edit, add, delete
- Not required, timebound
- 18 days to review
- Due Feb 11th or auto-advance














Employee Acknowledgement

- Review Manager modifications
- REQUIRED sign off
- 6 days to complete
- Due Feb. 17

- Data will then become active & viewable in "Your Action Items" and in managers queue












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](#)

THE BRIDGE



**Look for announcements about training and the system in The Bridge.*

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PERFORMANCE MANAGEMENT

Performance Planning

Quarterly Check-ins

Performance Reviews

FAQs

Resources

PEOPLE DEVELOPMENT
Performance Management



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UPDATE

Human Resources & Inclusive Community (HRIC) is thrilled to announce the implementation of its new performance management system. Utilizing software by Cornerstone, the new system, Pioneer@Work will allow benefited employees to create goals, schedule check-ins and more.

Join us for a Town Hall to learn more, no need to register:

- Jan 8, 3 pm - 4 pm, AAC 290
- Jan 10, 11 am - 12 pm, AAC 290
- Jan 16, 2 pm - 3 pm, AAC 290

Performance Planning in the new system Pioneer@Work will go live campus-wide starting on January 6, 2020 at which point all employees can enter the system to set goals and go through the performance planning process.

Until the new system goes live in January, please continue to meet with your manager to plan your goals for the 2019-20 year. To support you in this process, please use the [SMART Goals Worksheet](#).

Where are your past reviews? To access Performance Reviews from 2015 through 2019, you can still access our past system, SilkRoad by logging in [here](#). Go to Appraisals under Reports, and download and save any reports.

If you are interested in getting Performance Reviews prior to 2015, please reach out to your HR Partner or email performancemanagement@du.edu.

To log on to the [Performance Management system](#)

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

To [Register for Training](#)

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

www.du.edu/performancemanagement

THANKYOU!

