



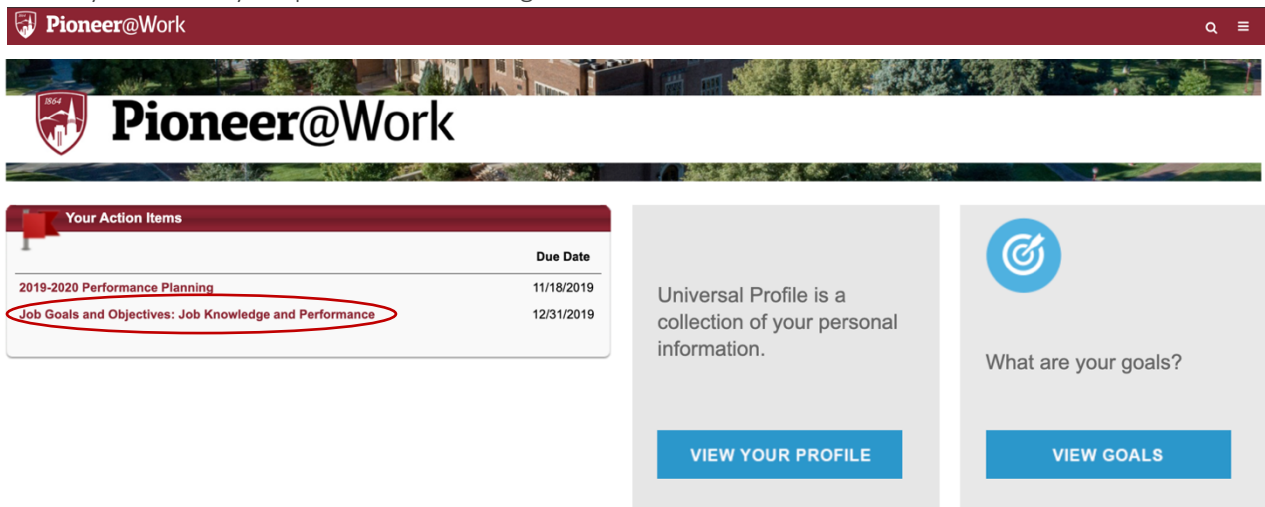
PERFORMANCE MANAGEMENT AT DU

# USER GUIDE - PRE-POPULATED GOAL

FOR EMPLOYEES

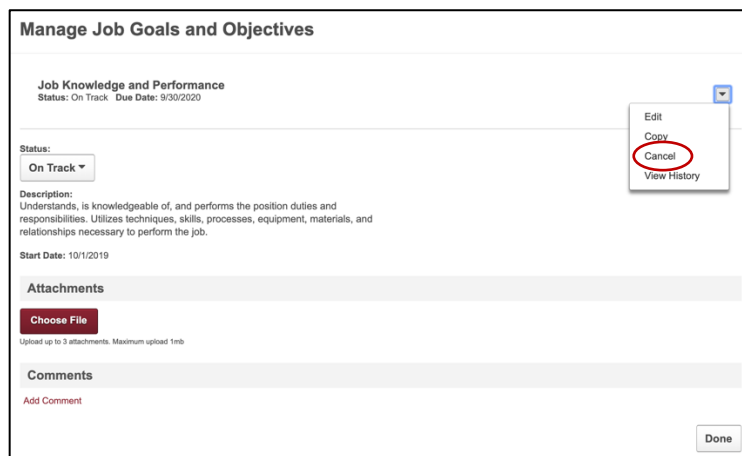
## LOGGING IN

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 where you can see your performance management tasks.

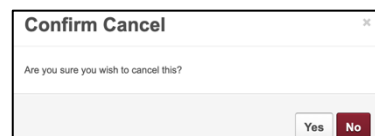


## CANCEL PRE-POPULATED GOAL


1. Click on “Job Goals and Objectives: Job Knowledge and Performance” in the “Your Action Items” dashboard.



2. Open the carrot drop down menu in the top right corner, select “Cancel”.
3. Select “Yes”, and then “Done”.

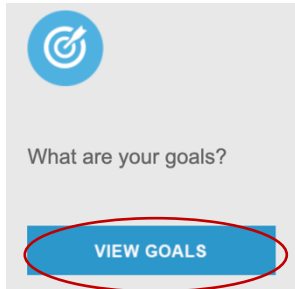




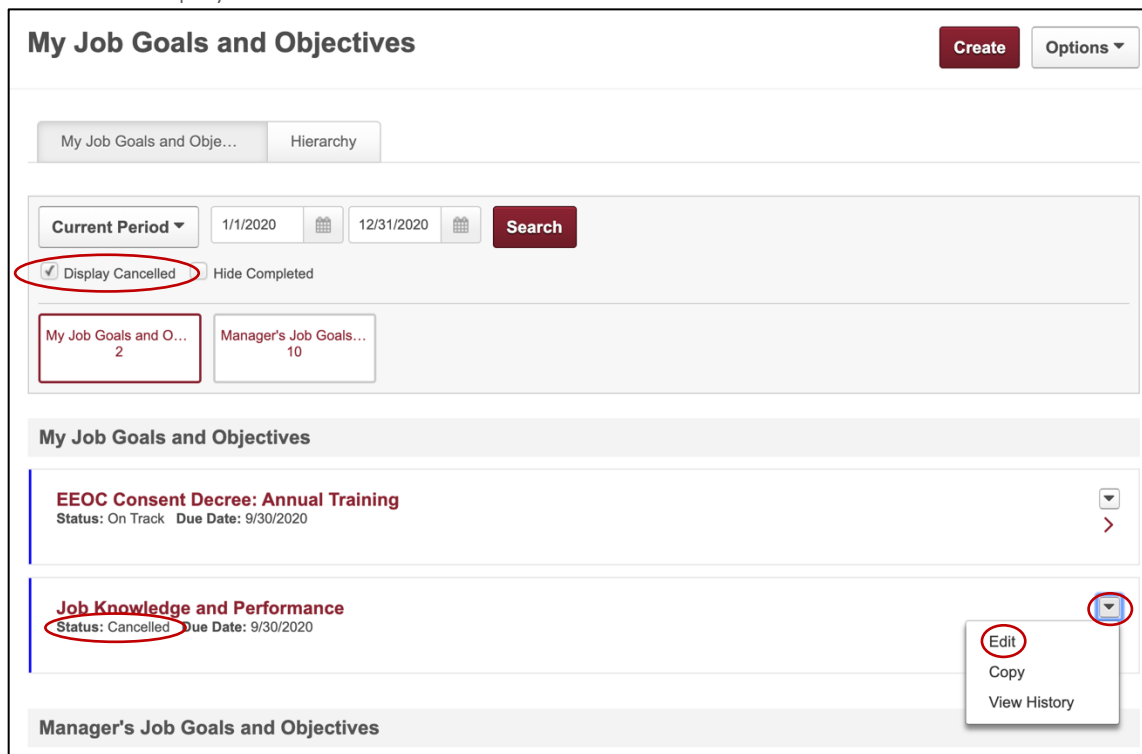
- Click on the logo  in the top left corner to go back to the home screen.
- Verify that it does not appear in “Your Action Items” dashboard.


### UN-CANCEL PRE-POPULATED GOAL

- On the Homepage, click on “View Goals”.



- Check the “Display Cancelled” checkbox.



- Open the carrot drop down menu in the top right corner of the item with Status: Cancelled , select “Edit”.
- Click **Submit**
- Click on the logo  in the top left corner to go back to the home screen.
- Verify that it appears in “Your Action Items” dashboard.