

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 <u>Performance System Login</u>
- 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 managment tasks.

Pioneer@Work			α =
Your Action Items 2019-2020 Performance Planning Job Goals and Objectives: Job Knowledge and Performance	Due Date 11/18/2019 12/31/2019	Universal Profile is a collection of your personal information.	What are your goals?
		VIEW YOUR PROFILE	VIEW GOALS

## CANCEL PRE-POPULATED GOAL

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

Manage Job Goals and Objectives	
Job Knowledge and Performance Status: On Track Due Date: 9/30/2020	Edit
Status:   On Track ▼   Description:   Understands, is knowledgeable of, and performs the position duties and responsibilities. Utilizes techniques, skills, processes, equipment, materials, and relationships necessary to perform the job.   Start Date: 10/1/2019	Conce View History
Attachments	
Choose File Upload up to 3 attachments. Machrum upload 1mb	
Comments	
Add Comment	
	Done

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

Confirm Cancel	1
Are you sure you wish to cancel this?	



- 4. Click on the logo Pioneer@Work in the top left corner to go back to the home screen.
- 5. Verify that is does not appear in "Your Action Items" dashboard.

## UN-CANCEL PRE-POPULATED GOAL

1. On the Homepage, click on "View Goals".



2. Check the "Display Cancelled" checkbox.

My Job Goals and Objectives	Create Options -
My Job Goals and Obje Hierarchy	
Current Period  1/1/2020 12/31/2020 Search   Image: Completed Hide Completed	
My Job Goals and O 2 10	
My Job Goals and Objectives	
EEOC Consent Decree: Annual Training Status: On Track Due Date: 9/30/2020	▼ >
Job Knowledge and Performance Status: Cancelled Due Date: 9/30/2020	Edit) Copy
Manager's Job Goals and Objectives	View History

- 3. Open the carrot drop down menu in the top right corner of the item with Status: Cancelled , select "Edit".
- 4. Click Submit

5.

- Click on the logo **Pioneer@Work** in the top left corner to go back to the home screen.
- 6. Verify that it appears in "Your Action Items" dashboard.