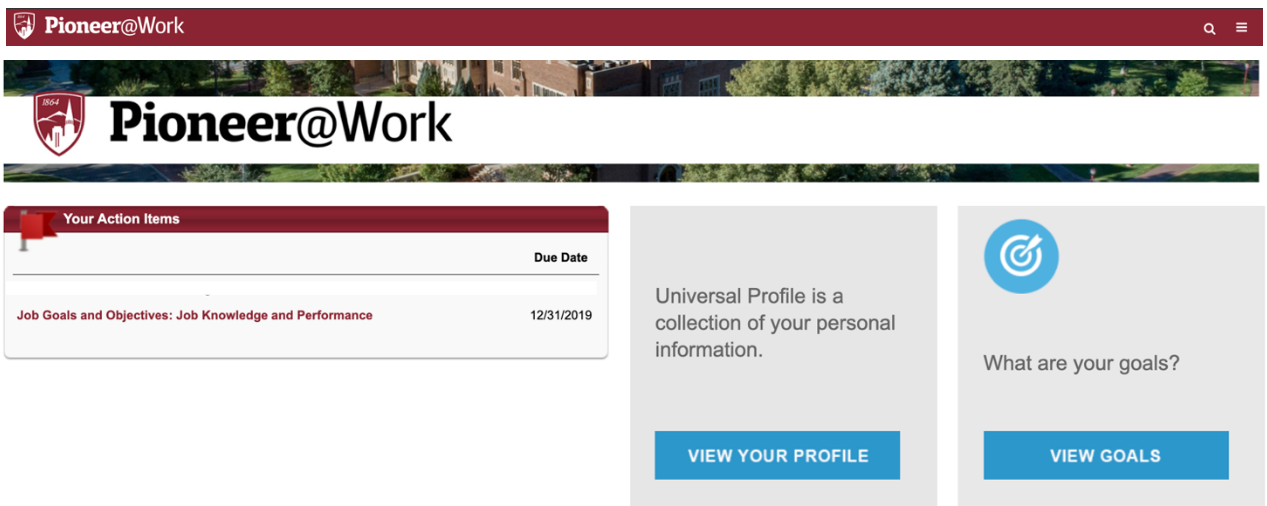
PERFORMANCE MANAGEMENT AT DU

QUARTERLY CHECK-INS USER GUIDE

LOGGING IN

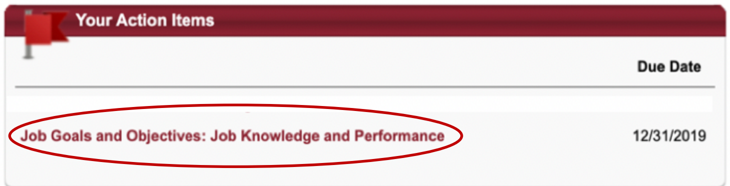
1. Log into PioneerWeb
2. Under the Employee Tab, in the My Resources box, open Performance Management folder and select Performance System Login
3. Enter your DU credentials (firstname.lastname@du.edu and password) which will bring you to the home screen where you can see your performance managment tasks.



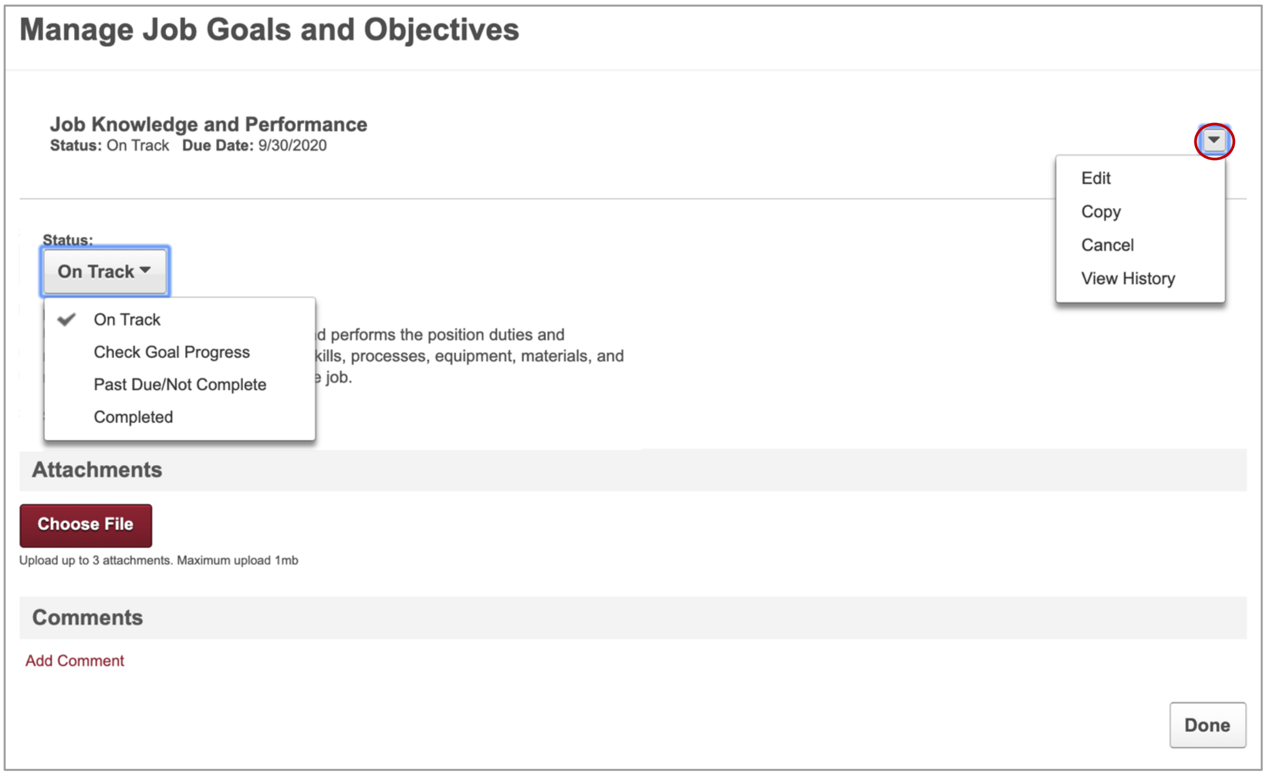
SYSTEM NAVIGATION

- 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 your Profile” to view your Bio, Actions and a Snapshot of your progress.
- Click “View Goals” to view the items in the Job Goals and Objectives.
- This navigation is also accessible through the hamburger menu ≡ at the top right.

UPDATE STATUS AND CAPTURE NOTES AND ACCOMPLISHMENTS



1. Click on a Job Goal and Objective item or Professional Development Plan under "Your Action Items"

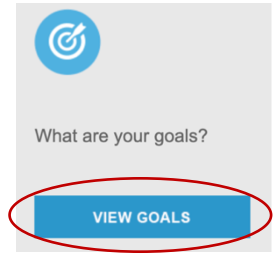


2. You can **edit** the overall item, make a **copy**, **cancel** (which deletes), or **view the history** of changes of this item by selecting the carrot menu in the top right.
   - **Status**: you can select this drop down menu and update the status of this item to reflect current state
   - **Attachments**: you can add supporting documents by selecting "Choose File"
   - **Comments**: you can add notes to reflect conversations with your manager or direct reports

     Note: These comments and attachments will not automatically populate into the Performance Review form.
     - For instructions on how to view the comments during the Performance Review, please reference View Final Report & Comments User Guide on the Resources page of www.du.edu/performancemanagement.
     - To view attachments, open the individual goal or objective under "Your Action Items" or by "View Goals" button.
3. Select "Done" when completed with updates.

FOR MANAGERS TO VIEW YOUR DIRECT REPORTS AND THEIR GOALS & OBJECTIVES

1. From the homepage, click “View Goals” to see either “My Jobs Goals and Objectives” or “Team Job Goals and Objectives”.

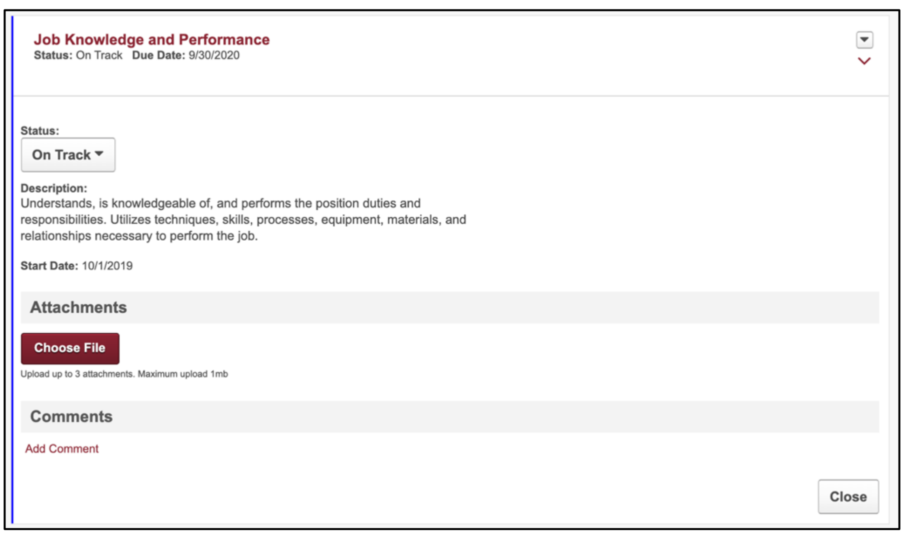


2. To see each of your direct reports Job Goals and Objectives, Click Team Job Goals and Ob… and then the red arrow next to the employee's name.

Note: If you click on the employee's name, you will see their Bio.

- After your direct report completes the final sign off, their Job Goals and Objectives and Professional Development Objectives will show up on the Home page in “Your Action Items” and in your Teams view.
- If you no items are listed, than two things have occurred, 1) your direct report has not entered any or completed the first of three steps of Performance Planning or 2) your direct report has not signed off or completed the third and last step of Performance Planning. Int his case, please reach out to your direct report to discuss.

3. Click on each individual item to add comments, add attachments, or change status. Click close when completed.



Quarterly Check ins

- All comments and notes that you make are visible to you, your employee and all admins.
- These notes will also follow the employee in the system in the event of a job change.

QUESTIONS?

Reach out to performancemanagment@du.edu