HUMAN RESOURCES &
INCLUSIVE COMMUNITY

PERFORMANCE MANAGEMENT AT DU

PERFORMANCE REVIEW USER GUIDE

FOR EMPLOYEES

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.

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.
- Click "View" under Your Goals to view the items in the Job Goals and Objectives, once created.
- Click "View" under Your Development Plans to interact with your professional development objectives.
- 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. Back Save and Exit Save and Continue

PERFORMANCE REVIEWS ARE A 3-STEP PROCESS

|	
Employee Self Review Due: 6/1/2021	STEP 1 - The Self Review is your opportunity to document your accomplishments and rate yourself on your Job Goals & Objectives and Competencies.
Manager Review and Employee Meeting	STEP 2 - The Manager Review is your manager's opportunity to acknowledge your accomplishments and hard work throughout the year. The manager also hosts a performance review meeting with the employee, updates the final review as needed, and then signs off.
Employee Acknowledgement	STEP 3 - To complete the Performance Review process, the employee gives final **Sign Off**.

STEP 1 – SELF REVIEW

NOTE: You <u>CANNOT</u> make any updates to your job goals and objectives, their statuses, OR your professional development goals in this form. Please make these updates PRIOR to starting the Self Review.

Click on the **PERFORMANCE REVIEW** task.

Your Action Items	Due Date
2020-2021 Performance Review	8/30/2021
Launch: Non-Supervisors (California): Preventing Harassment and Discrimination	None
Launch: C# & .NET: Programming	None

The Self Review has 3 Sections and a Summary:
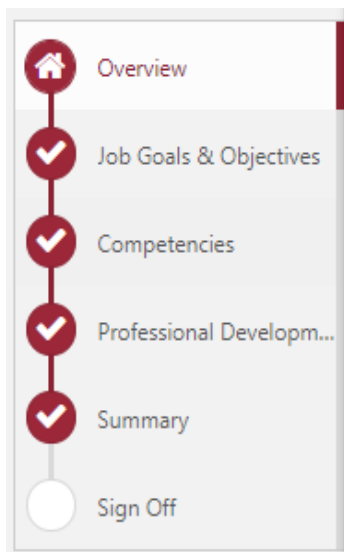
Sidebar	Description
Overview Job Goals & Objectives Competencies Professional Developm… Summary Sign Off	SECTION 1: Review your **Job Goals & Objectives** and rate yourself on a scale from Unsatisfactory (1) to Exceptional (5). Be sure to update the status of your job goals and objectives before submitting your Self Review.
	SECTION 2: Rate yourself on the **Competencies** on a scale from Unsatisfactory (1) to Exceptional (5).
	SECTION 3: Review your **Professional Development** plan. *Note:* Be sure to update the status of your professional development goals prior to submitting your Self Review.
	SUMMARY: Review the **Summary** of your self-ratings on your Job Goals & Objectives and Competencies.
	*The final **Sign Off** can only be completed after the Manager Review and Employee Meeting.*

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.

2020-2021 Performance Review

Options ▼
Attachments
Print Review

Lenny Learner
10/1/2020 - 9/30/2021

100%

Overview

Welcome to the year-end Performance Review!
Please complete the following review on all Job Goals & Objectives (60%) and Competencies (40%):
- Choose a Performance Rating for each item.
- Click on the comment box to add specific comments about performance in each area.

SECTION 1: Job Goals & Objectives

1. Review each Job Goal and Objective and the rating scale.
2. You will use the 5-point rating scale to indicate your ratings for each Job Goal and Objective (rating scale shown at right).
3. In the textbox provided, provide 1-3 robust and clear examples and evidence of the rating you selected.
4. Repeat steps 1-3 for each Job Goal and Objective you have.
5. When you have added comments and ratings for each Job Goal and Objective, click on "Save and Continue" at the bottom of the page.

Select ▼ ❓ *

✔ Select
    Unsatisfactory (0 - 1.49)
    Developing (1.5 - 2.49)
    Solid (2.5 - 3.49)
    Advanced (3.5 - 4.49)
    Exceptional (4.5 - 5)

Prepare quarterly meeting presentations

Status: On Track
Start Date: 3/25/2021
Due Date: 9/30/2021
more...

Advanced (3.5 - 4.... ▼ ❓ *

Comments:

B *I* U S x₂ x² *I*ₓ   ▤ ▤ ▤ ▤ ▤ ▤ ▤ ▤   Font ▼   Size ▼   A ▼ A ▼
ABC ↰ ↱   ✂ ▢ ▢ ▢ ▢   ▦ ▤

- Provided boss with copy of presentation before each meeting
- Created standard presentation template format
- Followed up with division leaders on areas for improvement afterwards

Back   Save and Exit   **Save and Continue**

SECTION 2: Competencies

1. Review each competency and rating scale.
2. Select a rating for each competency.
3. Click on the speech bubble icon 🗨 for prepopulated statements relating to the competency and rating.
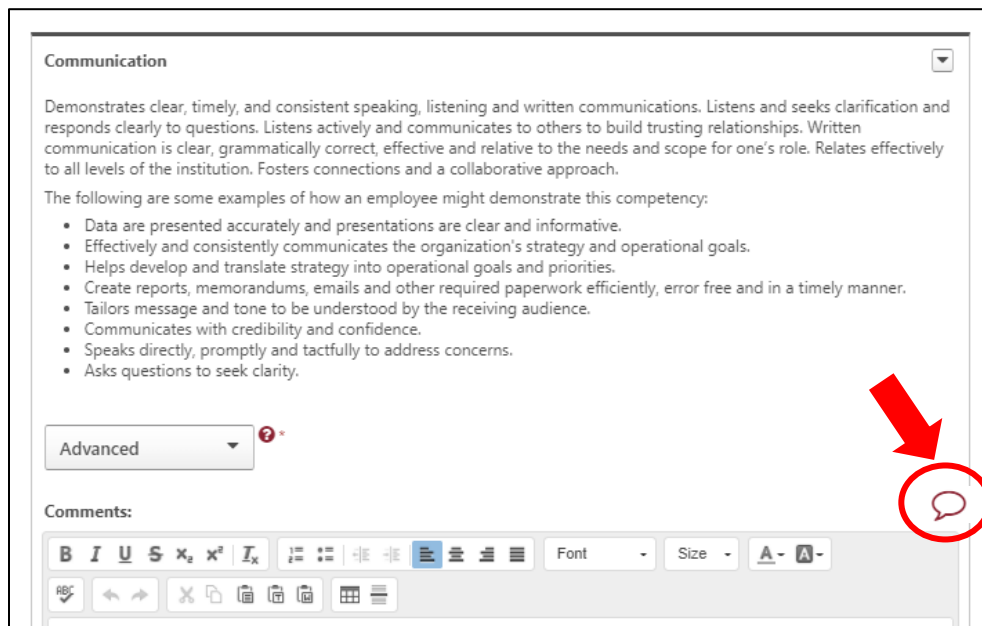
4. Click on the plus sign ➕ to select an example. Be sure to select a statement that is in the same category as the rating you have chosen. You can use the dropdown menu to find statements for a particular category.
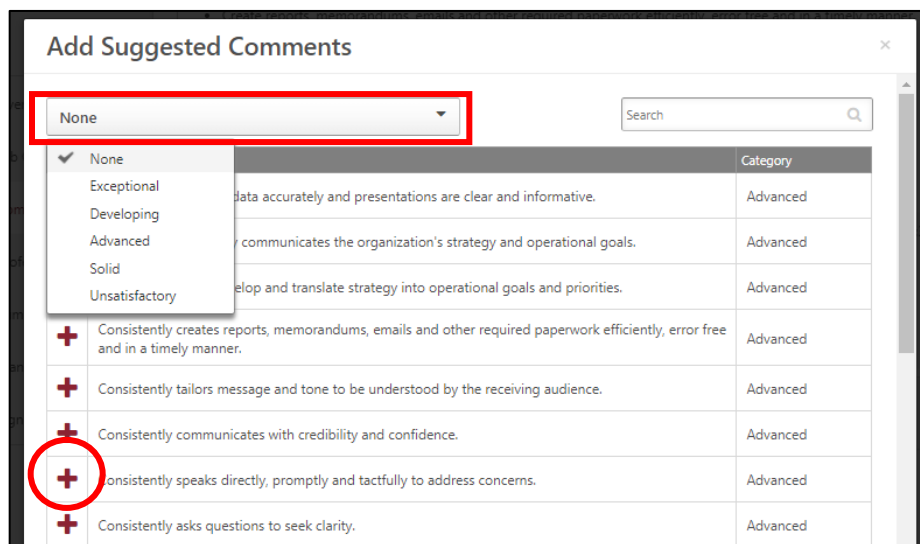
5. The comment will immediately appear in the text box for that competency. You can repeat step 4 until you have identified 2-3 specific examples or write in your own examples.
6. Repeat steps 4 and 5 for the remaining competencies.
7. When you are ready to move on to the next section, click on the red "Save and Continue" button at the bottom of the screen.

SECTION 3: Professional Development Plan

1. Review your professional development plan objectives.

   NOTE: You cannot make changes to progress within the review form. If you need to, click "Save and Exit" at the bottom of the screen, update the goal progress, and return to the performance review task in your Action Items.

2. If you are ready to submit your review, click on "Submit". If you would like to see an overall summary of your ratings, click on "Save and Continue".

SUMMARY

1. Review your Self Review ratings. If you need to make any changes, click the "Back" button.

2. If you are ready to submit your review, click on "Submit".

   NOTE: Once you hit Submit, your form will progress to STEP 2 for the Manager Review and Manager-Employee Meeting. You will no longer see your Performance Review in your Action Items until Step 2 is completed.

Lenny Learner
10/1/2020 - 9/30/2021
67%

Professional Development Plan

Please use this section to review progress towards the professional development strategy that was outlined at the beginning of the year. Reflect on efforts made, goals accomplished, and opportunities that might carry over into the next performance cycle. Remember: this section is *not rated* but is intended to support the employee's development efforts. Take some time to celebrate all that's been accomplished this year!

Improve Photoshop skills - (Future/Career Development Objective)

Photoshop for Video Editors: Core Skills (2012)
Due: 9/29/2021

Photoshop two projects by 7/1/21
Due: 7/1/2021 Category: Other Progress: 15%

Back | Save and Exit | Save and Continue | Submit

Lenny Learner
10/1/2020 - 9/30/2021
100%

Summary

	Self Review	Manager Review
Job Goals & Objectives	**4.50**/5.00 Exceptional (4.5 - 5)	-
Competencies	**3.80**/5.00 Advanced (3.5 - 4.49)	-
Professional Development Plan	N/A	-
Overall	**4.22**/5.00 Advanced (3.5 - 4.49)	

Back | Submit

STEP 2 - MANAGER REVIEW and MANAGER-EMPLOYEE MEETING

Once your manager completes the Manager Review and you've had the Manager-Employee meeting to review both your Self Review and your manager's ratings and comments, your Performance Review will return to your Action Items for the third and final step, Employee Acknowledgement.

STEP 3 - EMPLOYEE ACKNOWLEDGMENT

NOTE: You should only complete the Employee Acknowledgement AFTER you have had your Manager-Employee Meeting.

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 submit the form, click "Submit".