



PERFORMANCE MANAGEMENT AT DU

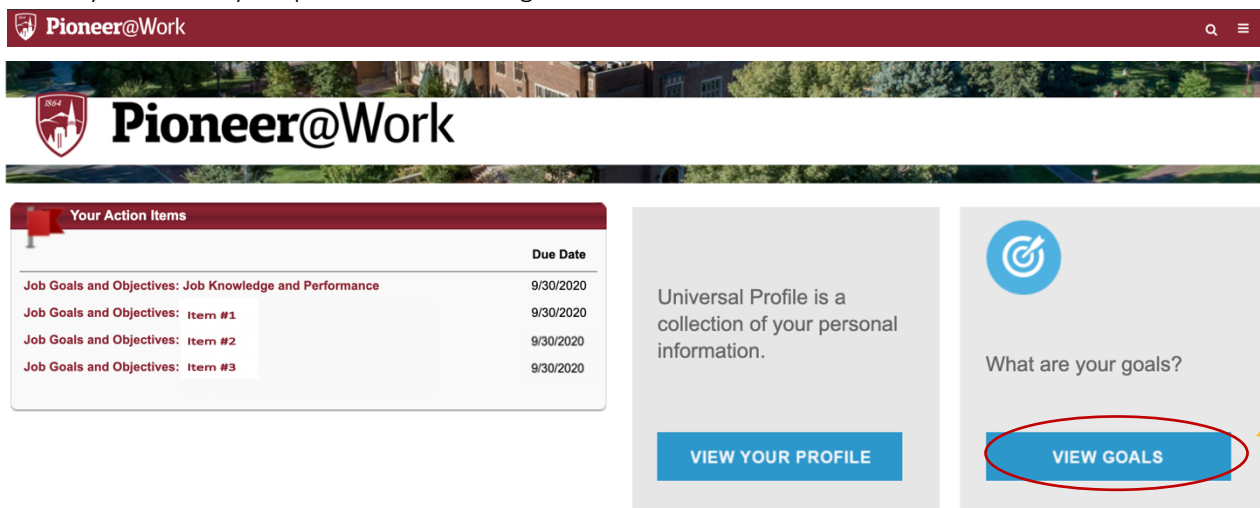
USER GUIDE - MODIFY & ADD JOB GOALS AND OBJECTIVES

FOR EMPLOYEES

The Performance Management at DU program consists of Performance Planning and Performance Reviews that include 3 sections: 1. Job Goals and Objectives, 2. Competencies and 3. Professional Development Plan. This user guide is focused on the first section, *Job Goals and Objectives* (worth 60%) that outlines the job duties, responsibilities, objectives and goals for the current performance cycle year.

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.



SYSTEM NAVIGATION

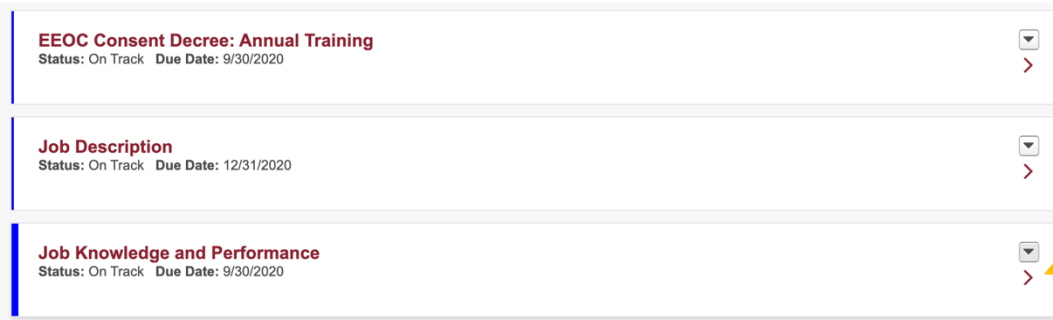
- To return to the Home screen at any time, click on the Pioneer@Work logo at the top left.
- Utilize the “Your Action Items” section to engage with all active tasks throughout the Performance cycle.
- Click “View your Profile” to view your Bio, Actions and a Snapshot of your progress.

MODIFY JOB GOALS & OBJECTIVES

1. From the homepage, click “View Goals” which will take you to view your own goals on the “My Jobs Goals and Objectives” tab.



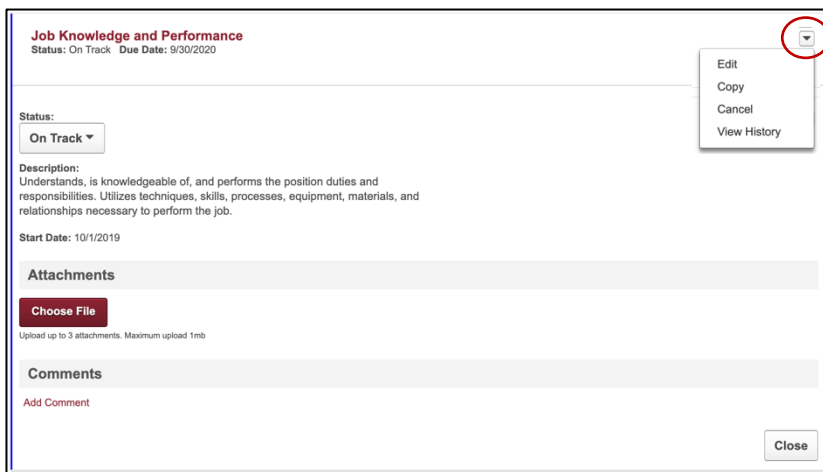
2. All Job Goals and Objectives will be listed



Note: If there are no items listed, two things are possible:

1. you have not entered any items, nor started the Performance Planning or
2. you have not completed the Performance Planning final step of signing off

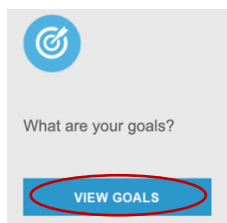
4. Select red arrow to view details of each item



5. Select the carrot drop down menu to “Edit” to make edits to the existing item listed.
6. You can also select “Copy”, “Cancel” (Delete), or “View History” of each item
7. You can update the “Status”, add “Attachments”, and add “Comments”

ADD (CREATE AND ASSIGN) NEW JOB GOALS AND OBJECTIVES

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



2. To create a new Job Goal and Objective, click **Create** and fill in each of the fields (e.g. Title, Due date, etc)

3. To complete adding a Job Goal and Objectives for yourself, click **Submit**. Once submitted, this item will display on the assignee’s homepage under “Your Action Items”.

QUESTIONS? Reach out to performancemanagment@du.edu