



PERFORMANCE MANAGEMENT AT DU

USER GUIDE - MODIFY & ADD PROFESSIONAL DEVELOPMENT PLAN

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 third section, *Professional Development Plan* (not rated) that outlines the developmental objectives for the short-term (job-specific) and long-term (career).

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.

Your Action Items	
	Due Date
Job Goals and Objectives: Job Knowledge and Performance	9/30/2020
Job Goals and Objectives: Item #1	9/30/2020
Job Goals and Objectives: Item #2	9/30/2020
Job Goals and Objectives: Item #3	9/30/2020

Universal Profile is a collection of your personal information.

VIEW YOUR PROFILE

What are your goals?


VIEW GOALS

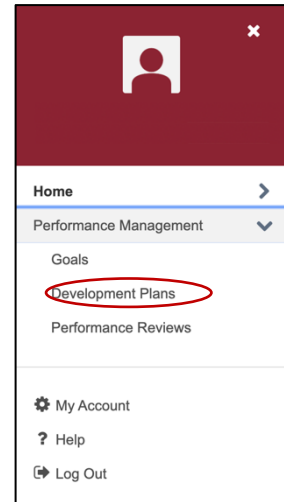
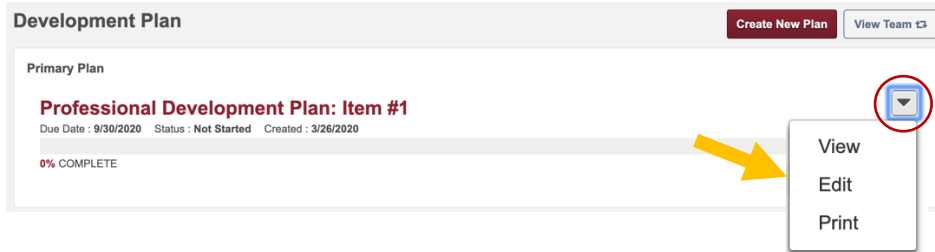
SYSTEM NAVIGATION

- 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 PROFESSIONAL DEVELOPMENT PLAN

1. On the Homepage, click on the “hamburger” menu  in the top right corner.
2. Select “Performance Management” > Development Plans.



3. On each Professional Development Objective item, you can select the carrot drop down menu to “Edit” to make modify to the existing item listed.

CREATE NEW PROFESSIONAL DEVELOPMENT PLAN OBJECTIVES

1. To create a new Professional Development Plan, click on the “Create New Plan”.

Development Plan



2. Enter “Plan Title”, select a “Category” from the drop down menu:
Individual Development Plan is focused on short-term goals related to one's current role.
Career Development is focused on long-term career goals.
3. Enter any details in the Description (optional)

Create a Plan

Create a development plan by adding development objectives and the activities to accomplish.

General Information

Plan Title*

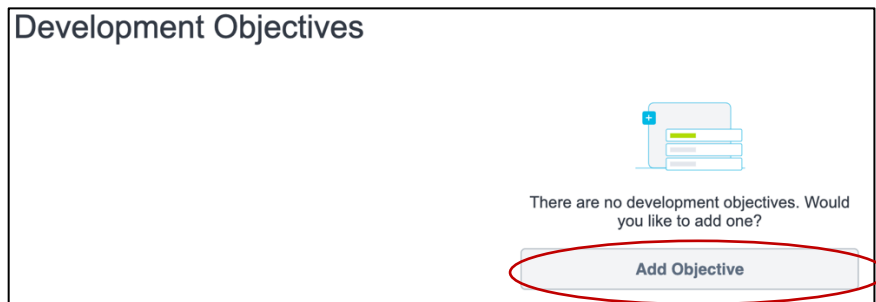
Category

Description

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4. Add an Objective by selecting “Add Objective”



5. Enter in an “Objective Title”
6. Select a “Category” of either: Development Objective (short term, current job related) Future/Career Development Objective (long term).
7. Under **Learning and Development**, select either:
- “Search for Learning” to see a list of the programs offered through Human Resources and Inclusive Community or
 - “Add Development Action” to write in your own.

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title
What skills would you like to develop?

Category
Future/Career Development Objective

Learning and Development

Search For Learning Browse Recommended Add Development Action

Find learning opportunities to help you achieve your objective. Browse learning and development actions that are recommended for you. Create your own actions to make your objective happen.

Discard Changes Save and Add Another Save and Return to Plan

8. Select either “Save and Add Another” or “Save and Return to Plan”
9. To complete, select **Submit Plan**