



PERFORMANCE MANAGEMENT AT DU

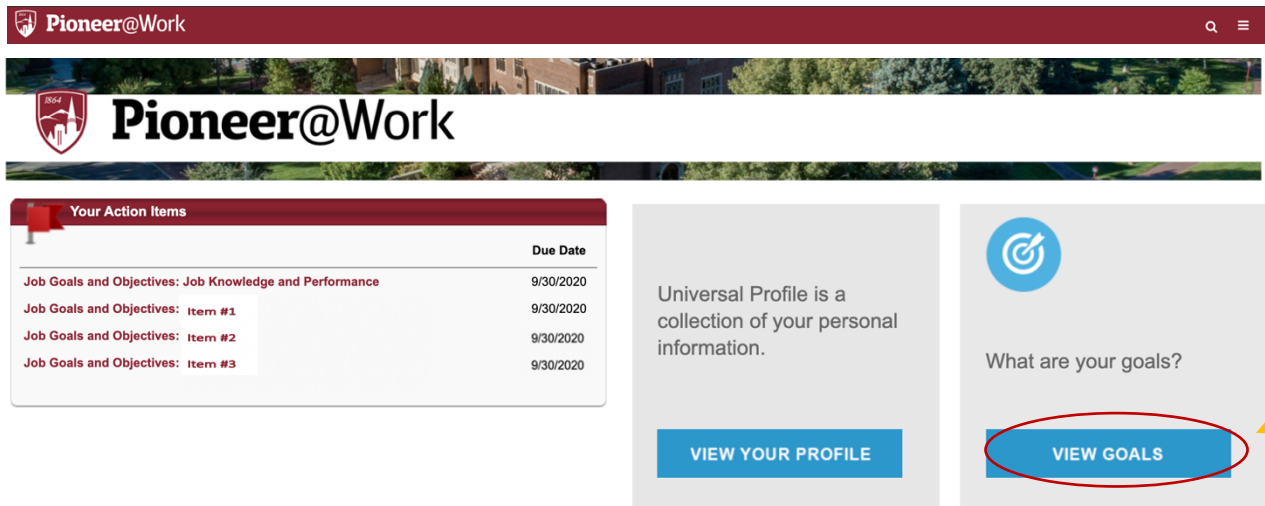
USER GUIDE - MODIFY & ADD TEAM PROFESSIONAL DEVELOPMENT PLANS

FOR MANAGERS

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.




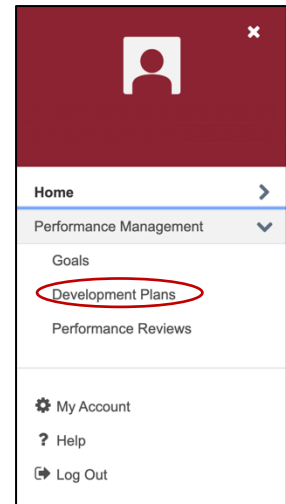
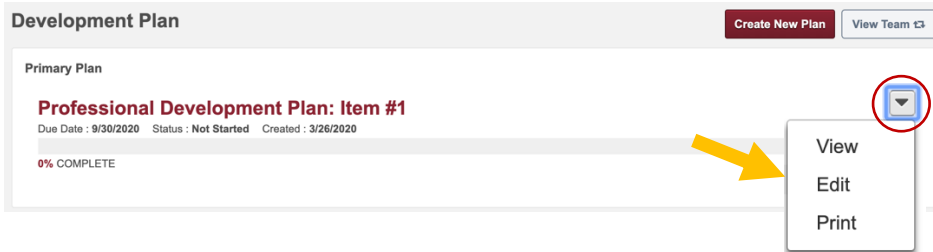
SYSTEM NAVIGATION

- 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.

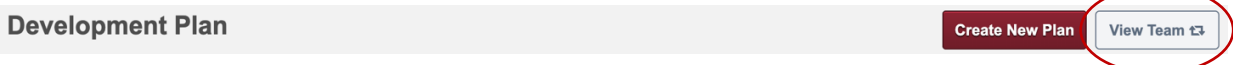


MODIFY PROFESSIONAL DEVELOPMENT OBJECTIVES

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



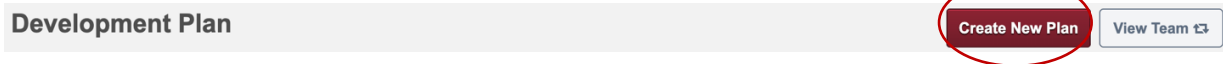
3. You can view your teams’ Professional Development plans by clicking “View Team”



4. Click on the name of the employee to see their professional development plan
Note: You also click on the gray arrow next to their name to see that employee’s team/direct reports
5. 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 AND ASSIGN NEW PROFESSIONAL DEVELOPMENT OBJECTIVES

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

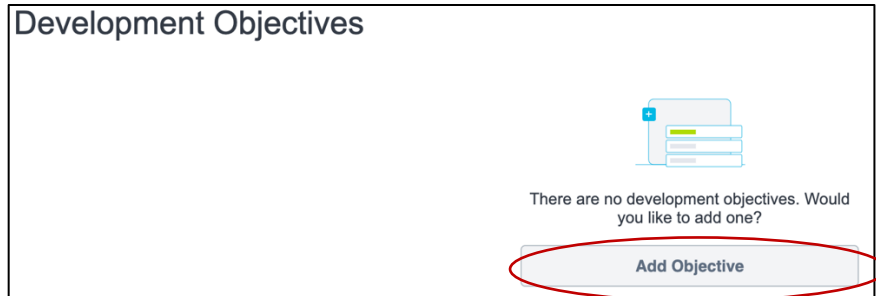
Plan Title*

Category

Description



4. Add an Objective by selecting



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. Determine who this Professional Development item will be assigned to by selecting either:
- Self Only
 - My Team – this will allow you to choose your whole team or certain members on your team
 - Custom Assignment



Assignment

Select the criteria that defines who will be included in this assignment

- Self Only
- My Team
- Custom Assignment

10. To complete, select **Submit Plan**

QUESTIONS? *Reach out to performancemanagment@du.edu*