



PERFORMANCE MANAGEMENT AT DU

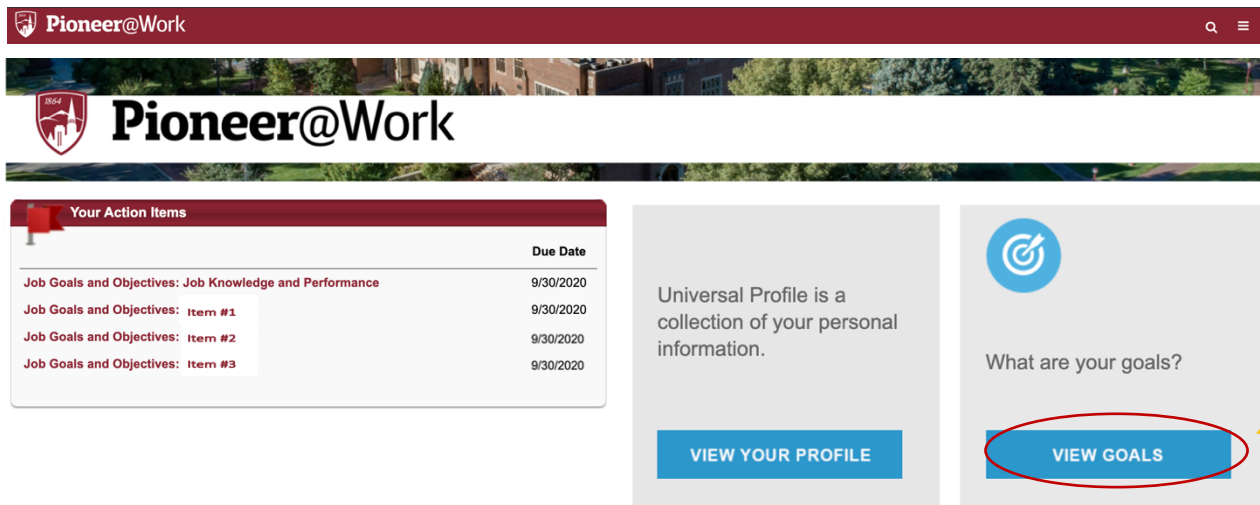
USER GUIDE - VIEW TEAM JOB GOALS & OBJECTIVES

FOR MANAGERS

The Performance Management at DU program consists of Performance Planning and Performance Reviews that includes 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.

VIEW TEAM JOB GOALS & OBJECTIVES (from Section 1, “Job Goals and 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. 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.



 **Employee 1 HRIC** >

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

3. All of the employees Job Goals and Objectives will be listed under their name.

EEOC Consent Decree: Annual Training Status: On Track Due Date: 9/30/2020	▼ >
Job Description Status: On Track Due Date: 12/31/2020	▼ >
Job Knowledge and Performance Status: On Track Due Date: 9/30/2020	▼ >

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

1. the employee has not entered any items, nor started the Performance Planning or
2. the employee has 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", "Copy", "Cancel" (Delete), or "View History" of each item

Job Knowledge and Performance
Status: On Track Due Date: 9/30/2020

Status: On Track ▼

Description: Understands, is knowledgeable of, and performs the position duties and responsibilities. Utilizes techniques, skills, processes, equipment, materials, and relationships necessary to perform the job.

Start Date: 10/1/2019

Attachments
Choose File
Upload up to 3 attachments. Maximum upload 1mb

Comments
Add Comment

Close

▼
 Edit
 Copy
 Cancel
 View History

6. You can update the "Status", add "Attachments", and add "Comments"

7. You can also download a spreadsheet of the team and all Job Goals and Objectives by selecting the Options drop down menu and clicking "Download Excel".

Team Job Goals and Objectives Create Options ▼

My Job Goals and Obje... Team Job Goals and Ob... Hierarchy

Download PDF
 Download EXCEL

QUESTIONS? Reach out to performancemanagment@du.edu