USER GUIDE - VIEW 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 managment tasks.
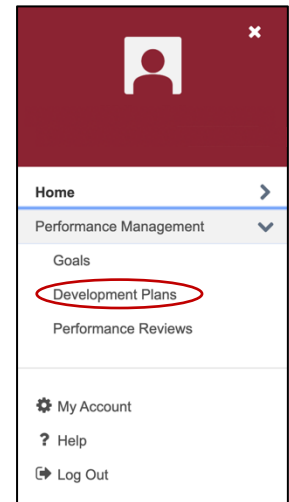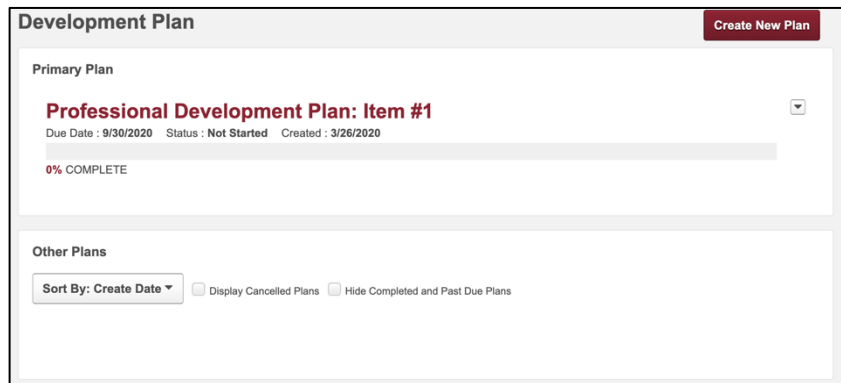

SYSTEM NAVIGATION

- 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 PROFESSIONAL DEVELOPMENT OBJECTIVES (from Section 3, "Professional Development Plan")

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

Development Plan   Create New Plan

Primary Plan

Professional Development Plan: Item #1
Due Date : **9/30/2020**   Status : **Not Started**   Created : **3/26/2020**

0% COMPLETE

Other Plans

Sort By: Create Date ▾   ☐ Display Cancelled Plans ☐ Hide Completed and Past Due Plans

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Home   >

Performance Management   ∨

   Goals

   Development Plans

   Performance Reviews

✿ My Account

? Help

↪ Log Out

3. You can view your teams' Professional Development plans by clicking "View Team"

Development Plan   Create New Plan   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

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