



PERFORMANCE MANAGEMENT AT DU

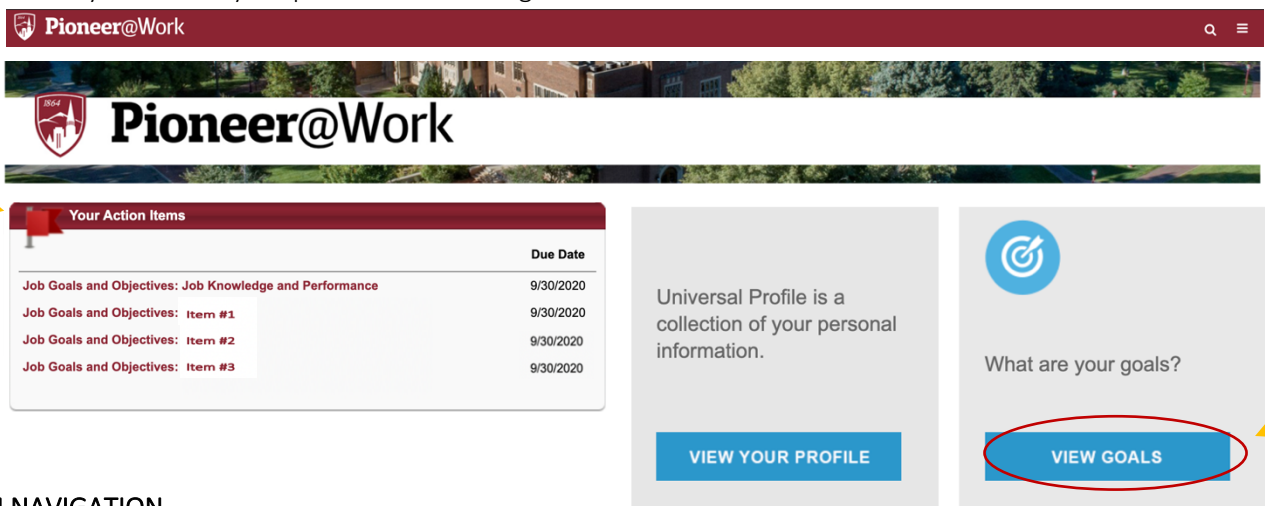
USER GUIDE - VIEW JOB GOALS AND OBJECTIVES

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.



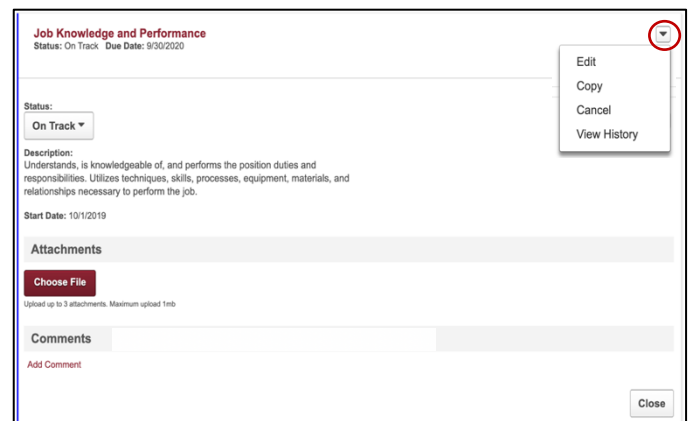
SYSTEM NAVIGATION

- 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.

VIEW JOB GOALS & OBJECTIVES (from Section 1, “Job Goals and Objectives”)

Option 1 – All active Job Goals and Objectives will be listed in the “Your Action Items” dashboard

1. Click on any of the items you have entered that begins with “Job Goals and Objectives: [Item #1]” in the “Your Action Items” dashboard.
2. Select the carrot drop down menu to “Edit”, “Copy”, “Cancel” (Delete), or “View History” of each item
3. You can update the Status, add Attachments, and add attachments





Option 2 – All active Job Goals and Objectives will be listed in the Goals page

1. On the Homepage, click on “View Goals”
2. Select “Manage’s Job Goals and Objectives” to view your managers’ goal plan
3. Select the carrot drop down menu to “Edit”, “Copy”, “Cancel” (Delete), or “View History” of each item
4. Select red arrow to view details of each item

5. You can update the “Status”, add “Attachments”, and add “Comments”.

Note: All changes are automatically saved.