



PERFORMANCE MANAGEMENT AT DU

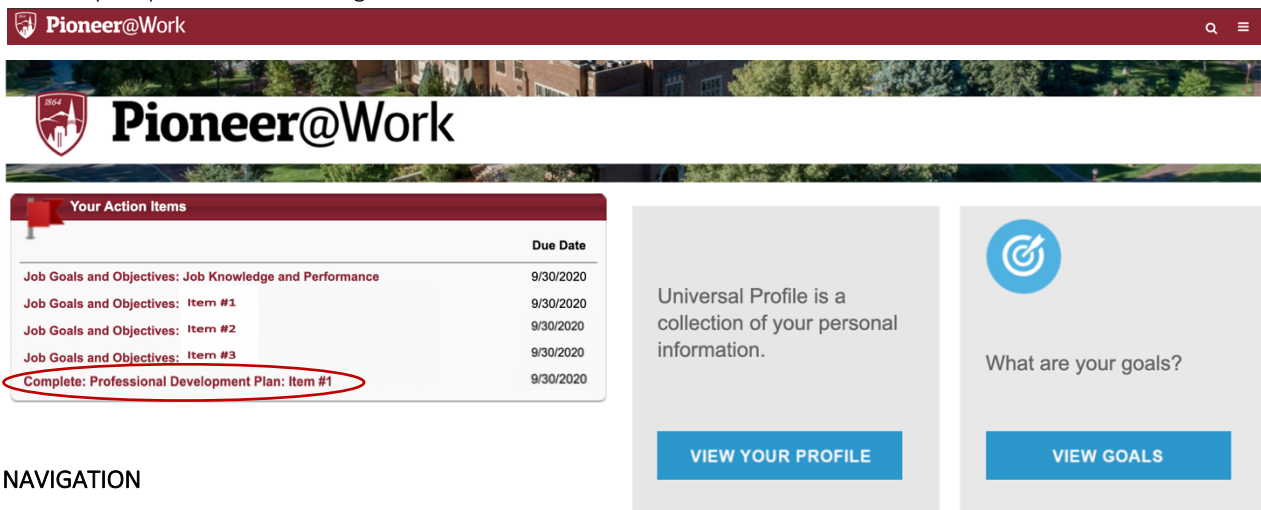
USER GUIDE - VIEW PROFESSIONAL DEVELOPMENT PLAN

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.




SYSTEM NAVIGATION

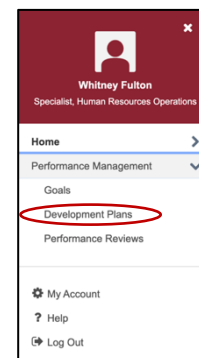
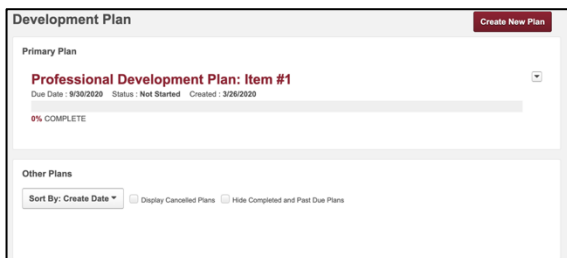
- To return to the Home screen at any time, click on the Pioneer@Work logo at the top left.
- Utilize the “Your Action Items” section to engage with all active tasks throughout the Performance cycle.
- Click “View your Profile” to view your Bio, Actions and a Snapshot of your progress.

VIEW PROFESSIONAL DEVELOPMENT OBJECTIVES (from Section 3, “Professional Development Plan”)

Option 1: Click on “Complete: Professional Development Plan: [item]” from the “Your Action Items” dashboard

Option 2

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



QUESTIONS? Reach out to performancemanagment@du.edu