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.

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