

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 <u>PioneerWeb</u>
- 2. Under the Employee Tab, in the My Resources box, open Performance Management folder and select <u>Performance System</u> 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.

Pioneer@work			
Your Action Items			
Г	Due Date		Cla
Job Goals and Objectives: Job Knowledge and Performance	9/30/2020	Universal Profile is a collection of your personal information.	
Job Goals and Objectives: Item #1	9/30/2020		
Job Goals and Objectives: Item #2	9/30/2020		
Job Goals and Objectives: Item #3	9/30/2020		What are your goals

- 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.

evelopment 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	
Nikas Plans	
Sort By: Create Date Disclay Cancelled Plans Hide Completed and Past Due Plans	
Sort By: Create Date	



QUESTIONS? *Reach out to performancemanagment@du.edu* PERFORMANCE PLANNING: USER GUIDE FOR EMPLOYEES – March 2020