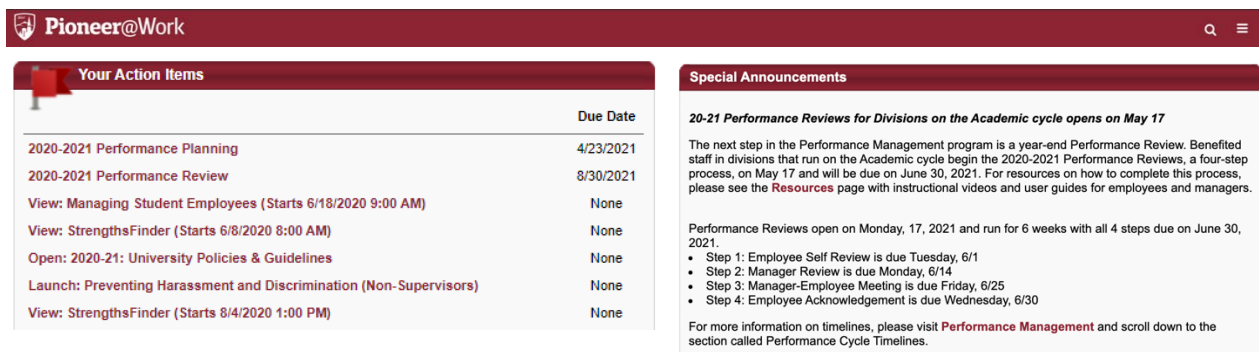HUMAN RESOURCES & INCLUSIVE COMMUNITY

PERFORMANCE MANAGEMENT AT DU

USER GUIDE – VIEW COMPLETED PERFORMANCE PLANS AND REVIEWS

FOR EMPLOYEES AND MANAGERS

LOGGING IN

1. Log into Pioneer@Work
2. 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" under Your Profile to view your Bio, Actions, and a Snapshot of your progress.
- Click "View" under Your Goals to view the items in the Job Goals and Objectives, once created.
- Click "View" under Your Development Plans to interact with your professional development objectives.
- This navigation is also accessible through the hamburger menu ☰ at the top right.

TO VIEW COMPLETED PERFORMANCE REVIEWS

1. Click the hamburger menu ☰ at the top right and select Performance Management, to expand.
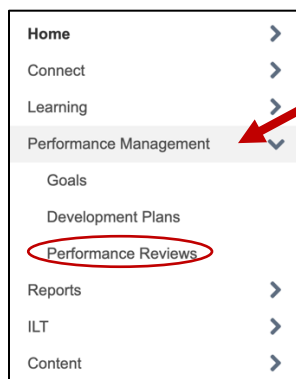
2. Click on Performance Reviews under Performance Management.
3. Check the box next to "Show completed and expired tasks" to see all current and past tasks.

Title	Description	Status	Start Date	Due Date
2019-2020 Performance Planning	2019-2020 Performance Planning Pilot Group	Completed	12/3/2019	2/12/2020
2020-2021 Performance Planning	2020-2021 Performance Planning (Academic Cycle)	Completed	4/5/2021	5/17/2021
2020-2021 Performance Review	2020-2021 Performance Review (Academic Cycle)	Completed	5/17/2021	6/30/2021
2021-2022 Performance Planning	2021-2022 Performance Planning (Academic Cycle)	Incomplete	7/1/2021	7/19/2021

(My Assigned Reviews | My Personal Reviews | Title: | Search | Show completed and expired tasks)

(4 Results)

4. Click on the item that you want to download and save this to a location of your choosing.

   Note: All employees can select the "My Personal Reviews" to see documents for their own performance only. Managers will see their own and documents related to their direct reports under the "My Assigned Reviews" tab.

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