



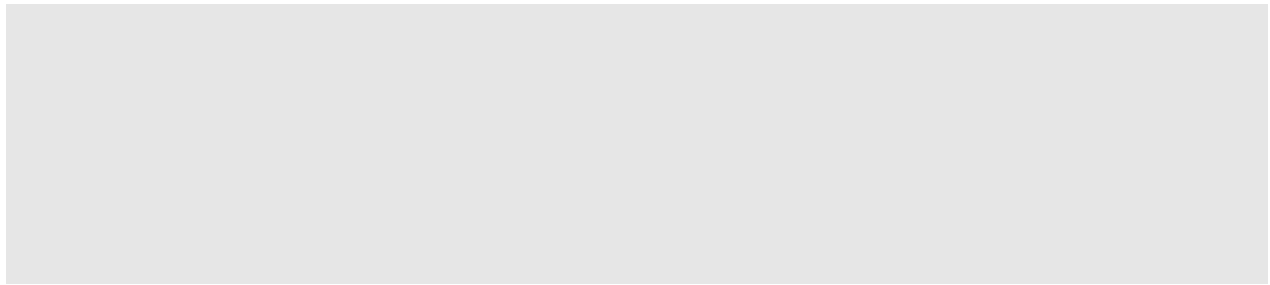
PERFORMANCE MANAGEMENT AT DU

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

- Click on Performance Reviews under Performance Management.
- Check the box next to "Show completed and expired tasks" to see all current and past tasks.

The screenshot shows a web interface for performance management. At the top, there are two tabs: "My Assigned Reviews" and "My Personal Reviews". Below the tabs is a search bar with a "Title:" label and a "Search" button. A red arrow points to the search input field. Below the search bar is a checkbox labeled "Show completed and expired tasks" which is checked. Below this is a table with the following columns: Title, Description, Status, Start Date, and Due Date. The table contains four rows of data, each with a document icon to the left of the title.

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	4/8/2021	
2020-2021 Performance Review	2020-2021 Performance Review (Cycle)	Completed	5/17/2021	6/30/2021
2021-2022 Performance Planning				

(4 Results)

- 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