



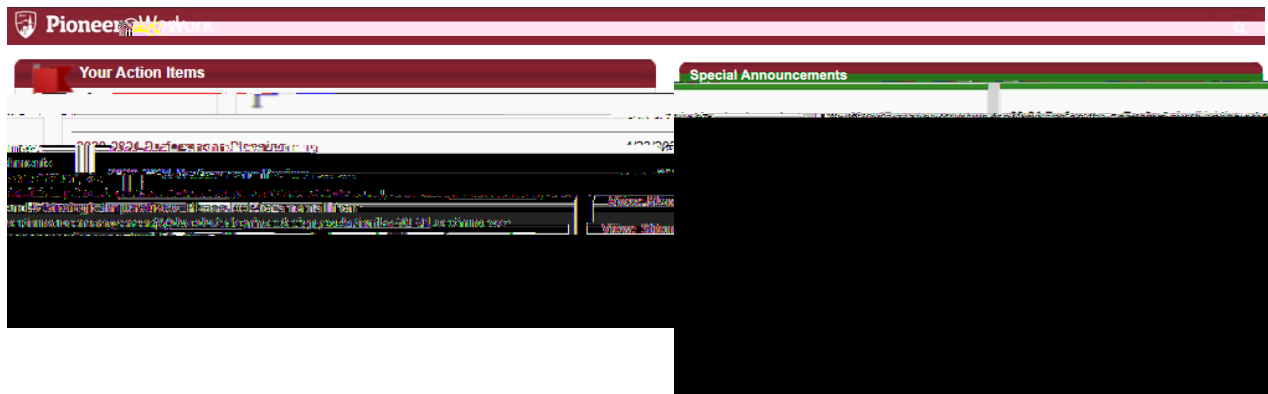
PERFORMANCE MANAGEMENT AT DU

EXECUTIVE NARRATIVE PERFORMANCE REVIEW USER GUIDE

FOR EXECUTIVE LEADERS

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.

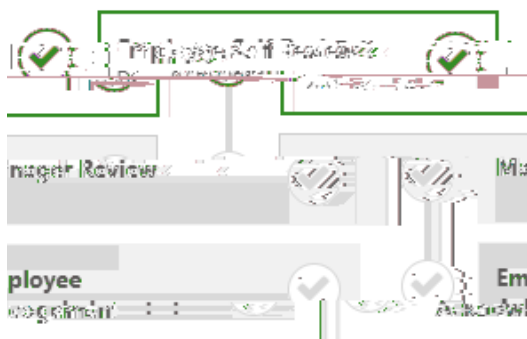
Click “View” under Your Profile to view your Bio, Actions, and a Snapshot of your progress.

This navigation is also accessible through the hamburger menu  at the top right.

Throughout the process, you have the option to select Back to return to the previous screen, select Save and Exit to exit the system, or select Save and Continue to progress to the next section.



PERFORMANCE REVIEWS ARE A 3-STEP PROCESS



STEP 1 - The Self Review is an opportunity to

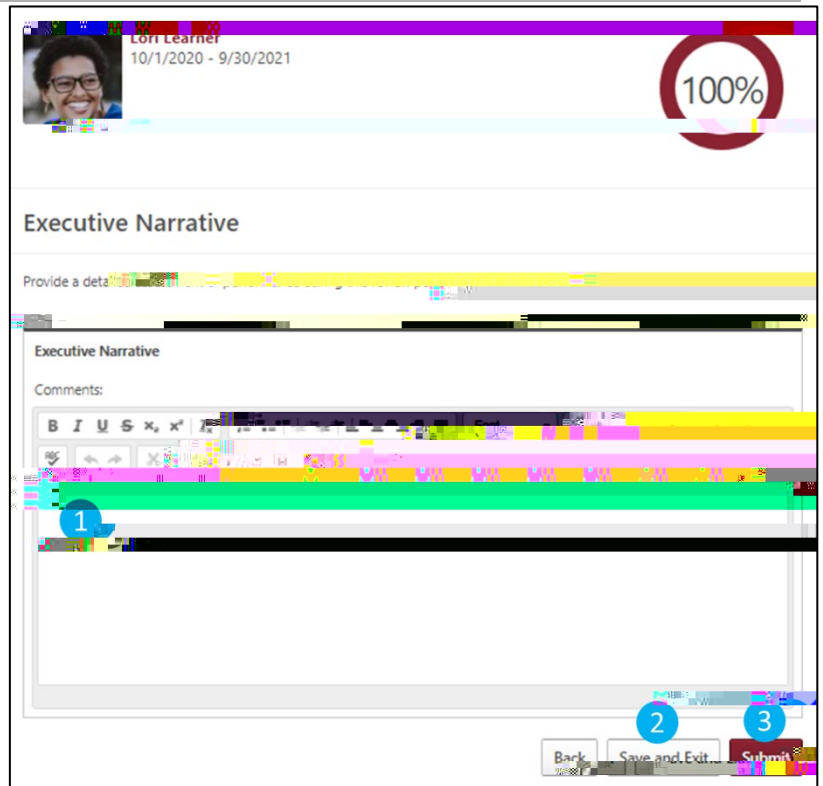
STEP 2 - The Manager Review is an opportunity to acknowledge accomplishments throughout the year.

STEP 3 - To complete the Performance Review process, the employee gives final Sign Off.



SECTION 2: Executive Narrative Form

1. In the text box, provide a detailed assessment of your performance over the past year. Think back on key projects or initiatives and include metrics if desired. You may also want to consider framing each of your work accomplishments in terms of the 5 Strategic Imperatives.
2. If you would like to save your progress and complete it at a later time, use the "Save and Exit" button.
3. Once you are ready to submit your executive narrative, click on "Submit".



STEP 2 - MANAGER REVIEW

Once your manager reviews your Executive Narrative form and provides their feedback, your Executive Narrative Performance Review will return to your Action Items for the third and final step, Employee Sign Off.

STEP 3 - EMPLOYEE SIGN OFF

1. Click on your Performance Review in "Your Action Items" on the homepage (see page 2 of this user guide for more details and a visual image).
2. Click on "Get Started".
3. To complete your Performance Review, your acknowledgement is required. You have two options for completing the Performance Review: signing or declining to sign. A signature does not imply agreement or disagreement, only the acknowledgement that the discussion occurred.
 - To sign: Type your name in the signature box and click on the "Sign" button.
 - To decline to sign: check the box that says, "Decline to sign".
4. To complete the Performance Review process, click "Submit".