Self-Evaluation and Planning

Step 1
Click on Your Evaluation

Pathway:
Login to ULINK > Click on “Employee” tab > Click on “Cornerstone” in Human Resources block

Access your review and “Get Started”
Indicates which step you are on

Click Here to Start

Pages of the Review/Planning

Pages for 2019 Review

Pages for 2020 Planning

Disregard!
Goal Rating

To Mark Progress on Goal:

Click on the drop-down arrow in the Goal area then click “Manage Goals”
Manage Goals

Enter % Complete for Goal, or, Tasks and Targets if you have them

100% = Complete

Be sure to enter progress for all tasks
Manage Goals

Comments can be added by clicking here.

Click here to continue.
Goal Rating

Progress indicator for entire goal will change based on progress of Goal or Tasks
Goal Rating

Click on “?” to see Rating Scale Details

Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Evaluated</td>
<td>No dimensions of the goal (i.e. on time, on budget, etc.) were achieved</td>
</tr>
<tr>
<td>Not Met</td>
<td>Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.</td>
</tr>
<tr>
<td>Partially Met</td>
<td>Goal was fully achieved (i.e. on time, on budget).</td>
</tr>
<tr>
<td>Met</td>
<td>Goal was achieved ahead of schedule and/or under budget</td>
</tr>
<tr>
<td>Exceeded</td>
<td></td>
</tr>
</tbody>
</table>
Goal Rating

Select Rating and Enter Comments
Comments/Documentation Required for Rating of “Not Met” or “Exceeded”

Documentation can also be added as an attachment

Options menu on upper right of page

Click to Move to Next Page

Save and Continue
Employees hired on or after October 1, 2019 have not worked for the University long enough to be appropriately rated. These employees can provide the rating “Not Evaluated” for Goals and Competencies.
Core Competency Rating
Basic abilities required to successfully perform role

Click on the drop-down arrow, then, “Details” to see Work Examples for this Competency

Click on this icon to see Performance Benchmarks for this Competency

Benchmarks can be “pulled-in” to populate in the Competency Comment area. See how on next slide
<table>
<thead>
<tr>
<th>Statement</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always pursues continuous learning to adapt to job changes</td>
<td>Advanced</td>
</tr>
<tr>
<td>Seeks and integrates constructive criticism</td>
<td>Advanced</td>
</tr>
<tr>
<td>Always pursues and applies learning/ training to improve performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Finds new ways to perform various tasks, resulting in increased personal and organizational performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Eagerly and proactively seeks to accept, adopt and integrate new ideas into his/her work</td>
<td>Advanced</td>
</tr>
<tr>
<td>Somewhat flexible when encountering change, but more flexibility is needed</td>
<td>Developing</td>
</tr>
<tr>
<td>Can only handle a couple of tasks simultaneously</td>
<td>Developing</td>
</tr>
<tr>
<td>Performance suffers when under a moderate level of stress and pressure</td>
<td>Developing</td>
</tr>
<tr>
<td>Sometimes pursues continuous learning to adapt to job changes</td>
<td>Developing</td>
</tr>
<tr>
<td>Accepts but does not integrate constructive criticism</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally pursues and applies learning/ training to improve performance</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally looks for ways to perform a task better or more efficiently</td>
<td>Developing</td>
</tr>
<tr>
<td>Reluctant to accept new ideas or new ways of doing things</td>
<td>Developing</td>
</tr>
<tr>
<td>Maintains the same approach, even when the circumstances call for a change in approach</td>
<td>Does Not Demonstrate</td>
</tr>
<tr>
<td>Can only handle one task at a time</td>
<td>Does Not Demonstrate</td>
</tr>
</tbody>
</table>
Core Competency Rating

Click on the “?” for Rating Scale Details

Provide justification, or notes, regarding your rating in the Comment box. Documentation Must be provided for ratings of “Does Not Demonstrate” or “Expert”
Core Competency Rating

Rate Yourself on Each Competency then Click To Move to Next Page

Save and Continue

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Departmental Competency Rating

• This section is currently populated for Human Resources and Athletics Personnel Only

Those who do not work in HR or Athletics should click
Departmental Competency Rating

For Employees in HR or Athletics:

Rate your Performance on the Selected Departmental Competencies
The Comment box can be used to explain your Rating

Click and select the Competencies that are appropriate for your Position

Click “Save and Continue”
You’ve completed the 2019 Rating portion of the Review

The next Pages allow you to Plan for 2020
Goal Planning

2019 Evaluation for Unclassified Staff

998191|Lab Specialty Analysis Tech
1/1/2019 - 12/31/2019

Goal Planning

Enter goals for the 2020 calendar year.

Documentation can be attached

Click to Add Goals

Click to Add Goals
What should my position accomplish this year?

Does the accomplishment of this goal mean more (or less) than others to the Department?

Where does this goal come from?

What must I do to accomplish this goal?
Add Tasks or Targets

Example

Add Tasks or Targets

Description

Build review in Cornerstone; one for Supervisors, one for non-supervisors

Start Date 1/1/2019

Due Date 12/31/2019

Weight %

Example

Add Tasks or Targets

Description

Develop, schedule, and conduct training for navigation. Provide instructions for ongoing support.

Start Date 1/1/2019

Due Date 12/31/2019

Weight %

Example

Type

Start Value

Target
Goal Planning

When you have added all Goals for 2020, Click “Save and Continue”
Core Competency Planning

This area will be primarily used by Supervisors to enter expectations for Competencies. Employees can use the comment area to enter changes they wish to make this year that will affect the Competency rating next year.
Departmental Competency Planning

Currently only for employees in HR and Athletics

Those in HR or Athletics can select the Competencies they feel are relevant to their position and enter comments in the comment box.

Click Save and Continue to Move to Next Page
Development Plans
Objectives that can contribute to your career goals as well as work and behavior performance

What do I need to do to be who I Want to be?

- Obtain a certification
- Develop specific skills
- Pursue education
- Correct a persistent issue
- Participate on committee
- Enroll in training
The list goes on and on...

Click here to Start

Development Planning

Back  Save and Exit  Save and Continue  Submit
Add/Edit Objective

Enter what you would like to get or achieve

Select the best fit
Align Action Steps with a Competency

Choose the best fit
Submit the Review

The review will move to your supervisor’s queue

Click Here

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Submit

Cancel

And Here Too!
Step 1 Complete

Employee self-review
Step 1

Employee Acknowledgement
Step 5

Supervisor Review
Step 2

Supervisor Discussion and Sign off
Step 4

2nd level supervisor review
Step 2