Supervisor Review

Step 2
Login to ULINK > Click on “Employee” tab > Click on “Cornerstone“ in Human Resources block

In Cornerstone, Click on Navigation Icon (≡), then Performance, then Performance Reviews

Select the Evaluation you wish to Review
Information entered in the 2019 Planning for Position Description will populate this area.

Click “More” to expand the field.
Data can be Copied, Pasted and Edited to Required Comment Field
Position Description

Enter information in Each area to Describe Position

Click to move to next page
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 “Done” 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>
If the Employee completed the Self-Evaluation, their Rating and Comments will be Indicated Here.
Goal Rating

Select Rating and Enter Comments for all Goals
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 Here when all Goals are Rated

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>

Click on “+” for statements to populate in Competency Comment area

Scroll for more options
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”
Rate the Employee on Each Competency then Click Save and Continue To Move to Next Page
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 the Employee’s Performance on the Selected Departmental Competencies
Use the Comment box to explain the Rating

Click and select the Competencies that are appropriate for this employee’s Position

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

The next Pages allow you to Plan for 2019
Goal Planning

You can Edit, Modify, or Delete any Goals that the Employee entered.
Goal Planning

Edit or Delete Tasks and/or Targets
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.

Click to Add Goals
What should this 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 be completed to accomplish this goal?
Add Tasks or Targets

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 %

Include Target

Type
Start Value
Target

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 %

Include Target

Type
Start Value
Target

Example

For the progress of this target, include results from employees aligning with this goal and inheriting this target.
Goal Planning

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

Use the Comment Box to Enter Expectations for the Competency
Note any Behaviors that you would like the Employee to Sustain, Start, Stop or Revise
Departmental Competency Planning

Currently only for employees in HR and Athletics

HR or Athletics
Select the Competencies you feel are relevant to the employee’s position and enter comments in the comment box

Click Save and Continue to Move to Next Page
Development Planning

Assist the Employee with His/Her Professional Development by Adding, Deleting or Editing Objectives

Review Employee’s Plan for Professional Development

development Planning

Click here to Start

[Add Objective]
Add/Edit Objective

Enter what you would like this employee to get or achieve

Select the best fit
Development Planning

Choose the best fit

Align Action Steps with a Competency
Click “Save” to save changes or new Objectives

Click “Save” to save changes or new Action Steps

Click “Save and Continue” to move to next Page
Submit the Review
The review will move to the 2nd level supervisor’s queue

Click Here
And Here Too!