Supervisor Discussion & Sign-Off

Step 4
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
Meeting

Meet with the Employee to Discuss 2019 Rating and 2020 Planning
Pages of the Review/Planning

Pages for 2019 Review

Pages for 2020 Planning

Indicates which step you are on

Click Here to Start

Disregard!
Discuss Position Description Information with Employee Changes/Edits CAN be made at this time.
Goal Rating

Discuss Rating and Comments for each Goal. Changes/Edits CAN be made at this Time

Click

Save and Continue
Core Competency Rating

Discuss the Rating and Comments for Each Competency Changes/Edits CAN be made at this time

Click

Save and Continue
Departmental Competency Rating

If Applicable, Discuss Rating for each Competency. Changes/Edits CAN be made at this time.
Goal Planning

Discuss Goals and any Tasks or Targets with Employee. Make sure that the Employee understands What is expected and When. Changes/Edits CAN be made at this time.
Core Competency Planning

Discuss Expectations associated with each Competency.
Make sure the Employee knows and Understands what is Expected for the Year.
Comments *CAN* be changed/edited at this time.
Departmental Competency Planning

If applicable, Discuss expectations for Selected Competencies. Changes/Edits CAN be made at this time.
Discuss Professional Development Plans with Employees; Suggest options to enable employee to reach Professional Goals. Changes/Edits CAN be made at this time.
Summary

Cornerstone will Generate Overall Rating for 2019

Click “Next” to move to next Page
Signatures

Click in Box

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Second Level Evaluator
2nd level evaluator name
Date: 12/10/2019

By your electronic signature you acknowledge that you have discussed the competencies with this employee and he/she understands the expectations for the review period.

Your Name
Date: 12/10/2019

Second Level Evaluator
2nd level Name
Date: 12/10/2019

Click Here

Scroll Down and Click “Submit”
Click “Submit” again in the Pop-Up Box

The Review will then go to the Employee’s queue in Cornerstone for His/Her Acknowledgement
Step 4 Complete

Employee self-review
Step 1

Employee Acknowledgement
Step 5

Supervisor Discussion and Sign off
Step 4

2nd level supervisor review
Step 2

Supervisor Review
Step 2