

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



click me

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

- Overview
- Goal Rating
- Core Competency Rati...
- Departmental Compet...
- Goal Planning
- Core Competency Plan...
- Departmental Compet...
- Development Planning
- Summary
- Position Description
- Signatures-Unclassified

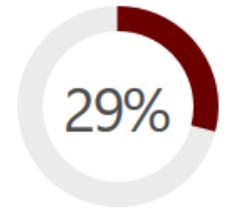
2019 Evaluation for Unclassified Staff

Options



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

Disregard!



Overview

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Review Step Progression

- Self Evaluation (Due: 1/31/2020)
- Evaluating Supervisor Review
- Second Level Evaluator Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment

Indicates which step you are on

Click Here to Start

Get Started

Position Description

Discuss Position
Description Information
with Employee
Changes/Edits *CAN* be
made at this time

Click

Save and Continue

Goal Rating

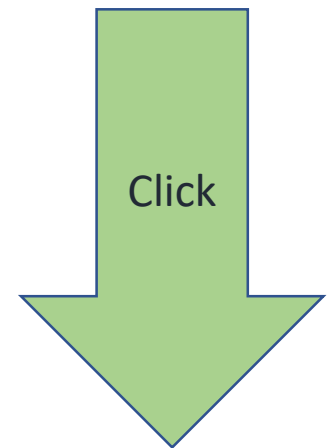
Discuss Rating and Comments for
each Goal.
Changes/Edits *CAN* be made at this
Time

Click

Save and Continue

Core Competency Rating

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



Save and Continue

Departmental Competency Rating

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

Click

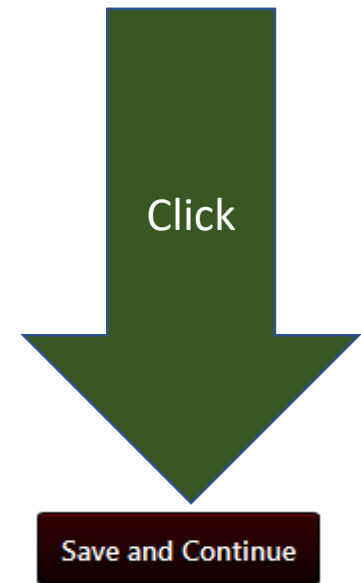
Save and Continue

Goal Planning

Discuss Goals and any Tasks or Targets with Employee.

Make sure that the Employee understands What is expected and When.

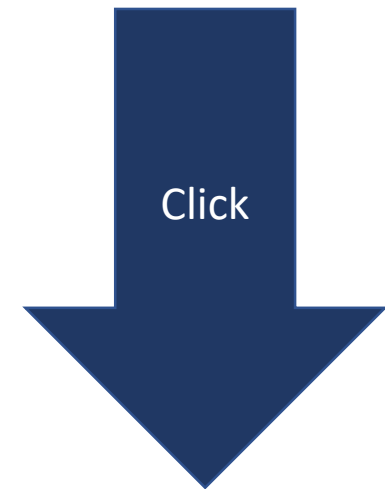
Changes/Edits *CAN* be made at this time



Core Competency Planning

Discuss Expectations associated with each Competency.

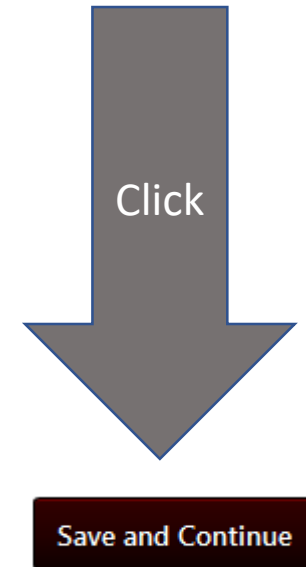
Make sure the Employee knows and Understands what is Expected for the Year.
Comments *CAN* be changed/edited at this time



Save and Continue

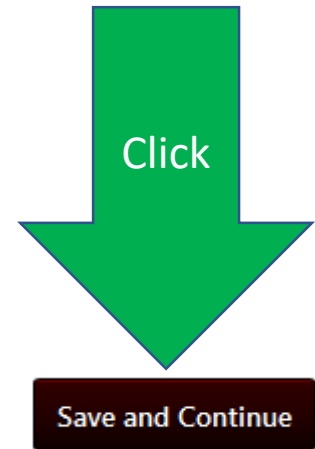
Departmental Competency Planning

If applicable, Discuss expectations for Selected Competencies.
Changes/Edits CAN be made at this time



Development Planning

Discuss Professional Development Plans with Employees; Suggest options to enable employee to reach Professional Goals. Changes/Edits CAN be made at this time.



Summary

Summary

Overall Rating
Advanced Performer

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.

Sign

Click Here

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

Redo

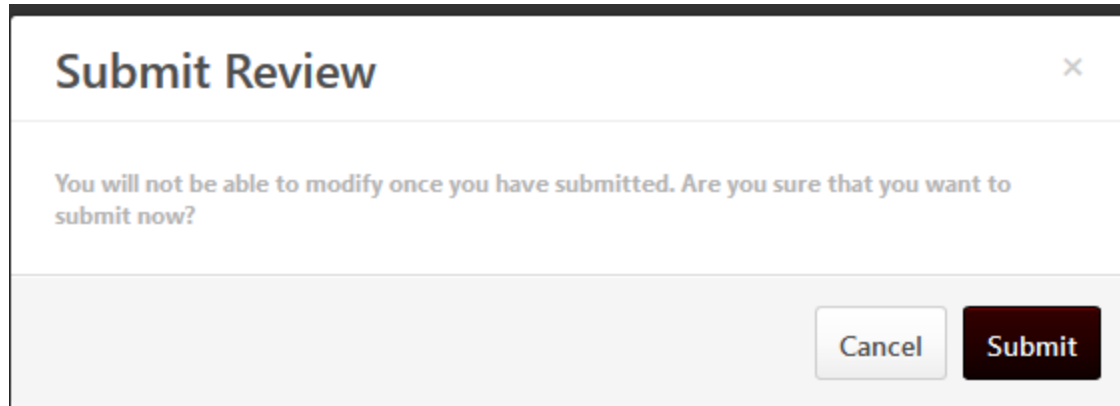
Second Level Evaluator

2nd level Name

Date:12/10/2019

Scroll Down and Click "Submit"

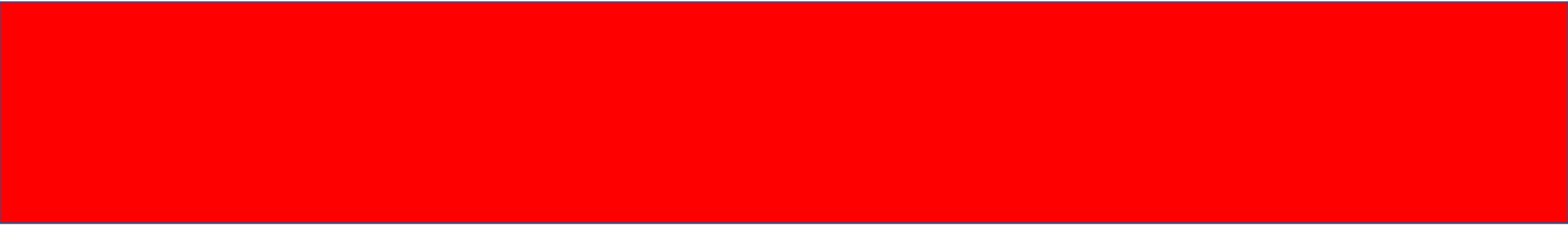
Click “Submit” again in the Pop-Up Box



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

Step 4 Complete





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