

Employee Acknowledgment

Step 5

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”

Position Description



Required Knowledge Skills and Abilities



Manager) Review: V3 2019 Annual Evaluation For Unclassified Staff Time: 12/10/2019 12:21 PM

The purpose of this policy is to provide procedures and guidelines for the implementation of background investigation checks, to include criminal history, for all classified and unclassified staff and faculty hired by the University.



Manager) Review: 2019 Performance Planning Time: 11/25/2019 11:25 AM

The purpose of this policy is to provide procedures and guidelines for the implementation of background investigation checks, to include criminal history, for all classified and unclassified staff and faculty hired by the University.

For each area of the Position Description you will see what was entered on the 2019 Planning and what the Current Description is. This enables you to review any changes that have been made to the Position Description.

Review then
Click



Save and Continue

Goal Rating...

Review entries for the following Pages:

- Goal Rating
- Core Competency Rating
- Departmental Competency Rating
- Goal Planning
- Core Competency Planning
- Departmental Competency Planning
- Development Planning

Click “Save and Continue” after each Page

Summary

Review the
Overall
Rating

Click

Next

Signatures

Click Box

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

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

Sign

Then Click Here

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.

Supervisor's Name Date:12/10/2019

Second Level Evaluator

2nd level Date:12/10/2019

Supervisor's Name

You will see this:

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

Your Name

Date:12/10/2019

Redo

Scroll Down and Click “Submit”

Submit the Review

Submit Review ×

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

This screen will pop up. Click “Submit” again to Complete the Review

Step 5 Complete

