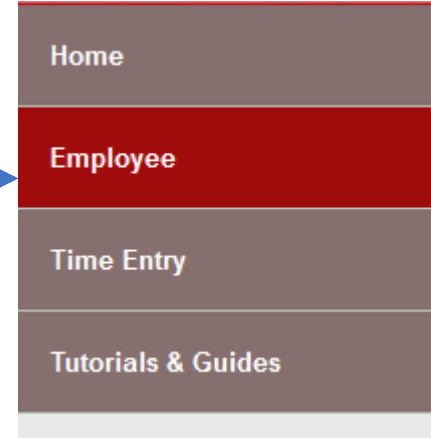


Performance Planning for Classified Employees

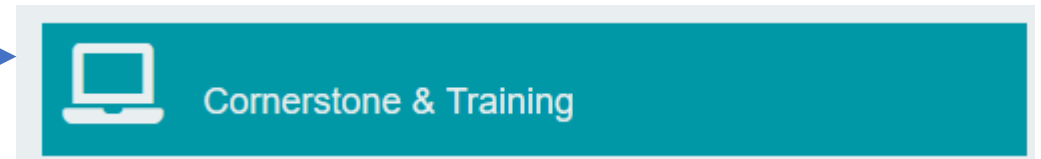
Step 3 – Discussion & Evaluating Supervisor Sign-Off

Access Cornerstone

Log into  **ULINK**
Click on “Employee” Tab



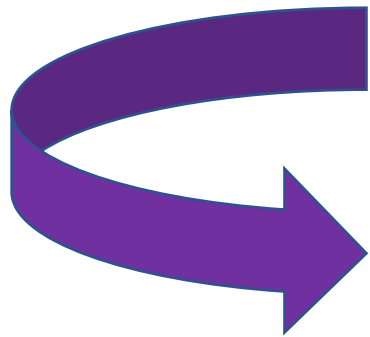
Click on “Cornerstone & Training” on upper right of Page



Select Task to Review



Click on Task in Lower Left box of Cornerstone Welcome Page



Pending Performance Tasks	
	Due Date
Complete 20/21 Planning or Annual Evaluation Session for Employee Name	6/22/2020
Complete 20/21 Planning or Annual Evaluation Session for Employee Name	6/22/2020

Discuss Expectations with Employee



**This will be a
great year**

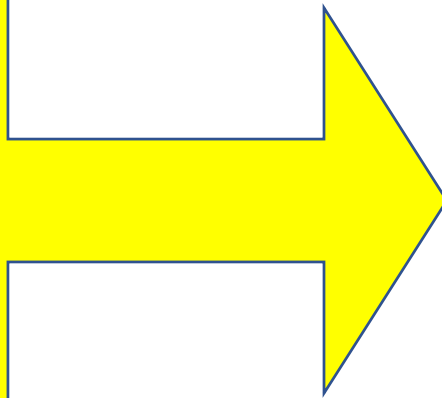


You bet!!

Make sure there is clear
understanding and all
questions are answered.

The work and behavior expectations can be modified in this Step

Click here to
move to the
next page



Save and Continue

Electronically Sign Planning

Click to
acknowledge

Evaluating Supervisor



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

Sign

Click to sign

Second Level Supervisor

(name) Date:6/12/2019

Evaluating Supervisor

Your name

Date:6/12/2019

Redo

The screen will change to
this; do NOT click Redo

Updated Planning Session

This page is to be left blank.

If the employee changes positions, the review is “re-opened” so that the new supervisor can complete an updated planning session

Updated Planning Sessions (Optional)

Supervisors: Complete this section if updates to initial planning are necessary.

Employees: Initial and date the fields below to confirm that you have reviewed the changes with your supervisor.

Submit Step 3

[Back](#) [Save and Exit](#) [Submit](#)



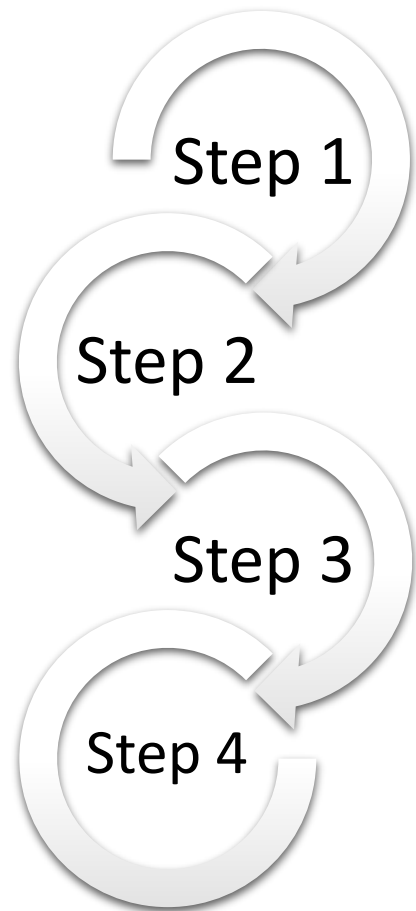
Submit Review ×

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

[Cancel](#) [Submit](#)

This box will pop up
Click **SUBMIT** here
and
Step 3 is Complete!

Workflow for PES Planning



Step 1: Supervisor enters Expectations for Employee

Step 2: 2nd Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Expectations with Employee & Signs

Step 4: Employee Signs Planning



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