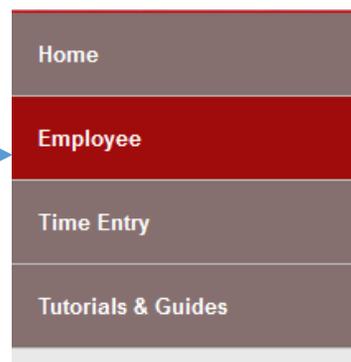


Performance Planning for Classified Employees

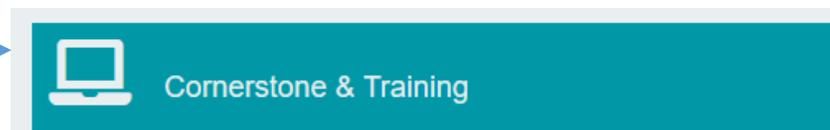
Step 1 – Evaluating Supervisor

Access Cornerstone

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



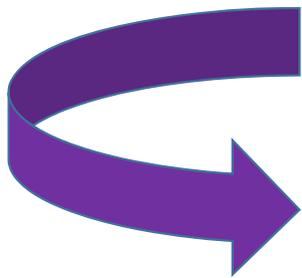
Click on “Cornerstone & Training” on upper right of Page



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

Overview

The University's Mission Statement:

The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

Review Step Progression

- Planning - Evaluating Supervisor
Due: 7/13/2019
- Planning - Second Level Evaluator
- Planning - Evaluating Supervisor Discussion and Sign-off
- Planning - Employee Acknowledgement
- Review Period
- Evaluating Supervisor Review
- 2nd Level Evaluator Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment

Steps, or Workflow, of the Performance Evaluation

Let's get started

Get Started

Pages of the Review

Enter Work Expectations & Behavior Expectations



What's the difference?

You must Enter at Least One of Each

Work Expectations refer to tasks related to the position:

- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures
- Collects, dates, logs, sorts, and distributes material to the appropriate persons in a timely manner
- Never allows unauthorized persons to access files

Job specific

Behavior Expectations refer to tasks related to conduct:

- Expects to be held accountable
- Acts, instead of reacts
- Performs tasks without being told to do so

Could be
for any job

Use link to Civil Service "Bank of Expectations" for Ideas

Employee Relations - PES Bank of Expectations

The Performance Evaluation System - Bank of Expectations provides supervisors in Louisiana State Government service with sample expectations relevant to the annual state employee evaluation system. The expectations provided on this site may be used or modified to more accurately reflect the duties of your employees. Supervisors are not required to use expectations from this site, these expectations are merely being provided as an example of acceptable expectations for employee evaluations.

To find the expectations that are most closely related to your employee's responsibilities you must first select a main category of either Work Tasks - All Employees, Work Tasks - Supervisory Personnel, or Work Behaviors. After a main category is selected you are displayed as a drop down list just below and is a subset of the main category you just selected.

Work Tasks - All Employees

Work Tasks - Supervisory Personnel

Work Behaviors

Bank of Expectations for: Initiative

Sample Expectations:

Acts, instead of reacts

Creates and maintains good interpersonal relationships; works out any differences that do occur without supervisor intervention

Gathers the information when the "answer" is not clearly stated

Instruction and routing assignments are carried out correctly without prompting; immediately notifies supervisor when problems arise

Performs tasks without being told to do so

Space for Additional Comments

Use this area for anything you might want to add – some enter their department's Mission Statement; no comment is required

Documentation/Comments:

Comments:

B I U S x_2 x^2 I_x         Font Size  

Submit Step 1

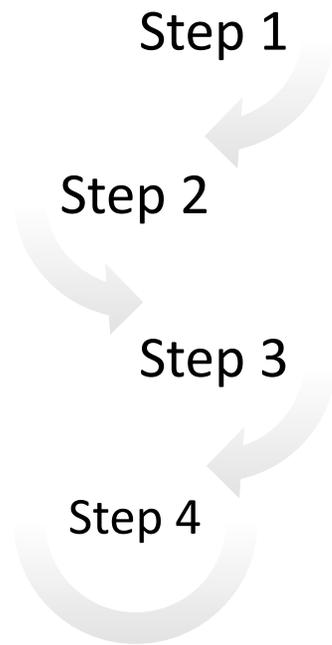


Submit Review ×

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

This box will pop up
Click SUBMIT here
and
Step 1 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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