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
Let's get started.

Steps, or Workflow, of the Performance Evaluation

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

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

**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

[Source: louisiana.edu]
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 will be displayed as a drop down list just below and is a subset of the main category you just selected.

<table>
<thead>
<tr>
<th>Sample Expectations:</th>
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<tbody>
<tr>
<td>Acts, instead of reacts</td>
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<tr>
<td>Creates and maintains good interpersonal relationships; works out any differences that do occur without supervisor intervention</td>
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<tr>
<td>Gathers the information when the “answer” is not clearly stated</td>
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<tr>
<td>Instruction and routing assignments are carried out correctly without prompting; immediately notifies supervisor when problems arise</td>
</tr>
<tr>
<td>Performs tasks without being told to do so</td>
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</tbody>
</table>
Use this area for anything you might want to add – some enter their department’s Mission Statement; no comment is required
Submit Step 1

Click Here

This box will pop up if you 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