Performance Planning for Classified Employees
Step 2 – Second Level Supervisor Review
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*

*this box will accommodate a maximum of 10 tasks, If you have more, you may need to click on Navigation icon (≡) > Performance > Performance Reviews to view all of your Performance Tasks
Steps, or Workflow, of the Performance Evaluation

Let’s get started
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

Job specific

Could be for any job
Review expectations from Primary Supervisor then click “Save and Continue”
Sign the Planning

Click in Box to Acknowledge

Second Level Supervisor

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

Screen will change to this:

Second Level Supervisor
name of 2nd level supervisor

Date: 6/17/2019

DO NOT click “Redo”

Click to Sign

Back | Save and Exit | Submit

louisiana.edu
Submit Planning

Submit Review

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

Cancel Submit

Click Here

Then Here
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