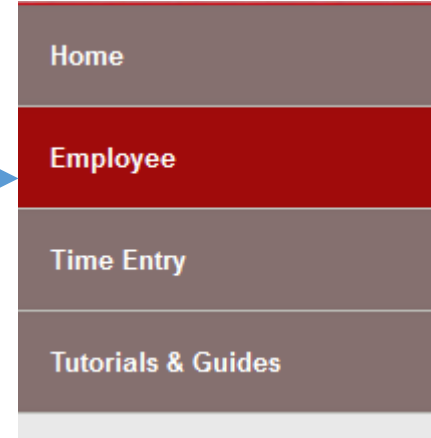


# Performance Planning for Classified Employees

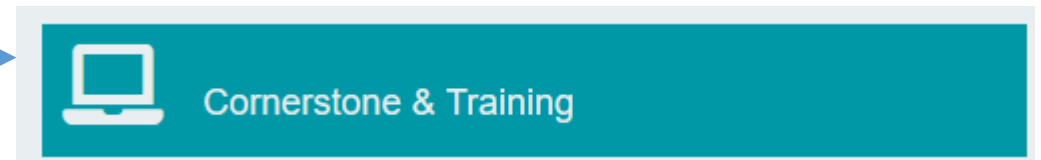
## Step 2 – Second Level Supervisor Review

# Access Cornerstone

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



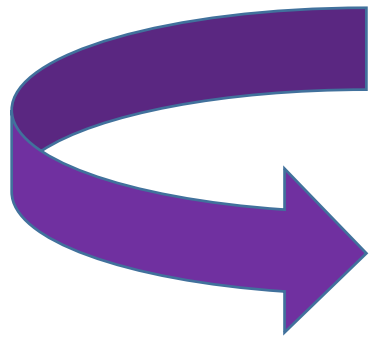
Click on “Cornerstone & Training” on upper right of Page



# Select Task to Review



Click on Task in Lower Left box of Cornerstone Welcome Page\*



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

*\*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*

# Overview

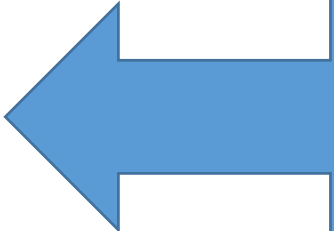
## The University's Mission Statement:

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

- Overview
- Department Mission St...
- PES Work and Behavior...
- Signatures (initial plann...
- Updated Planning Sess...
- Overall Evaluation
- Signatures (Annual eval...

Pages of the Review

# Work Expectations VS Behavior Expectations

**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

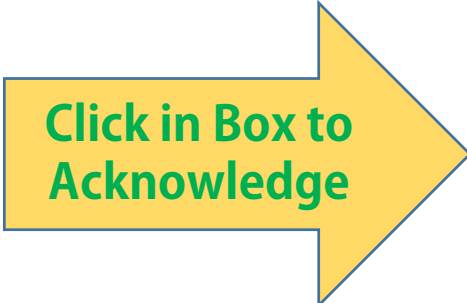
# Review Planning

Review expectations from  
Primary Supervisor then click  
“Save and Continue”



Save and Continue

# Sign the Planning



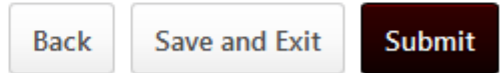
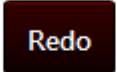
Second Level Supervisor

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



# Submit Planning

Back

Save and Exit

Submit

**Click Here**

## Submit Review

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

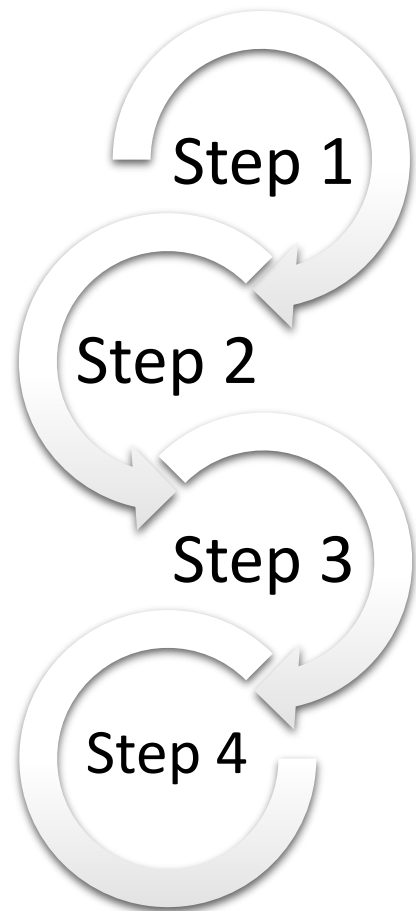
Cancel

Submit

**Then Here**



# Workflow for PES Planning



Step 1: Supervisor enters Expectations for Employee

Step 2: 2<sup>nd</sup> Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Expectations with Employee & Signs

Step 4: Employee Signs Planning