Performance Planning for Classified Employees

Step 3 – Evaluating Supervisor Discussion and Sign-Off
Log into ULINK

Click on “Employee” Tab

Click on “Cornerstone” under Human Resources
In Cornerstone, click on Navigation icon

Then **Performance** and **Performance Reviews**
Select the Session for the Employee you will review
This will be a great year

You bet!!

Discuss your expectations with the employee. Make sure there is clear understanding and all questions are answered.
The work and behavior expectations can be modified at this time.
Click to acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Second Level Supervisor

(name)    Date: 6/12/2019

The screen will change to this; do NOT click Redo
If the employee changes positions, the review is “re-opened” so that the new supervisor can complete an updated planning session.
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

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