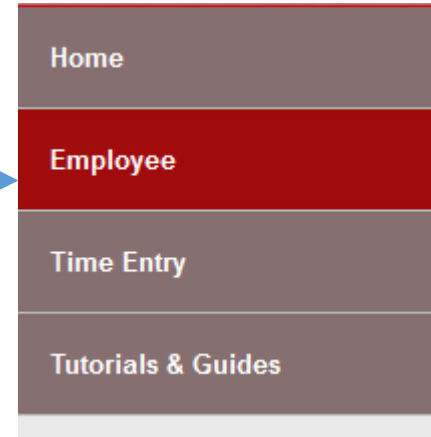


# Performance Planning for Classified Employees

Step 3 – Evaluating Supervisor Discussion and Sign-Off

Log into  **ULINK**  
UNIVERSITY OF LOUISIANA AT LAFAYETTE PORTAL

Click on “Employee” Tab



Click on “Cornerstone” under  
**Human Resources**

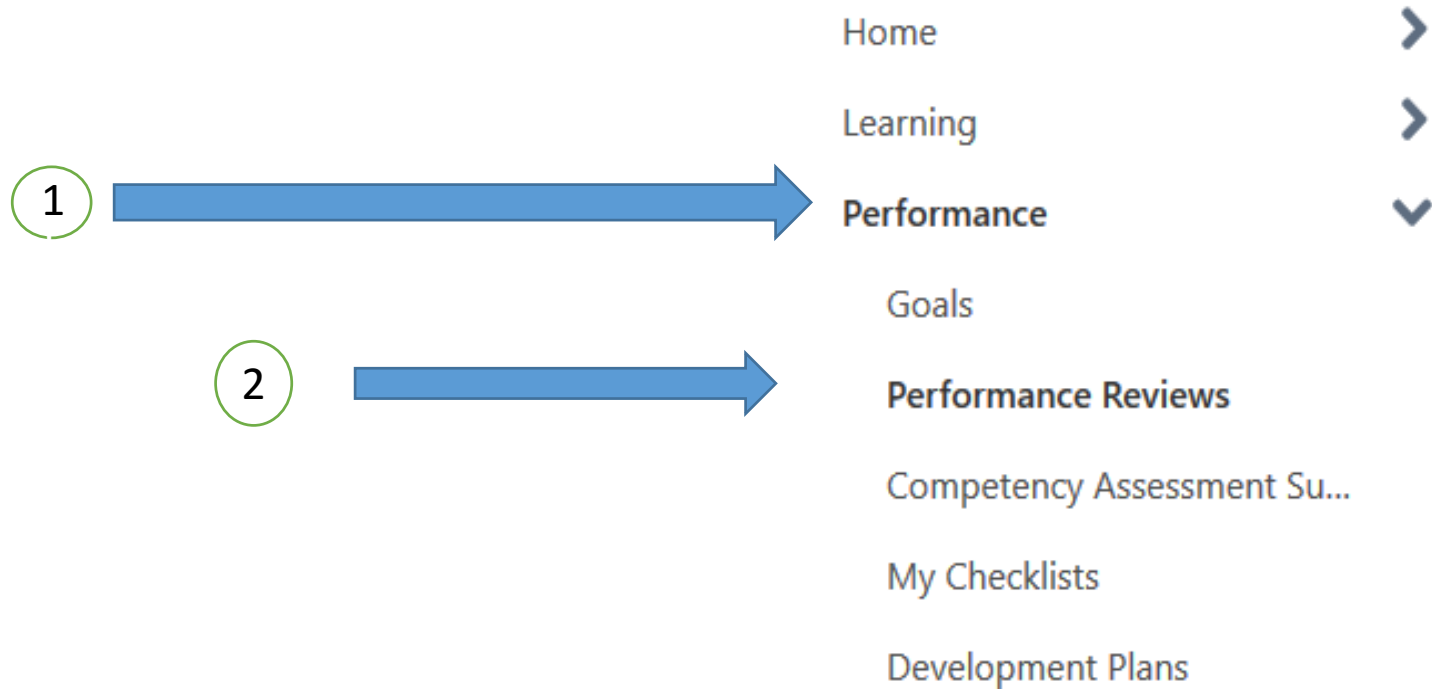


In Cornerstone, click on Navigation icon



Top right corner

Then **Performance** and **Performance Reviews**



Title



Complete Planning or Annual Evaluation Session for employee name

Select the Session for the  
Employee you will review



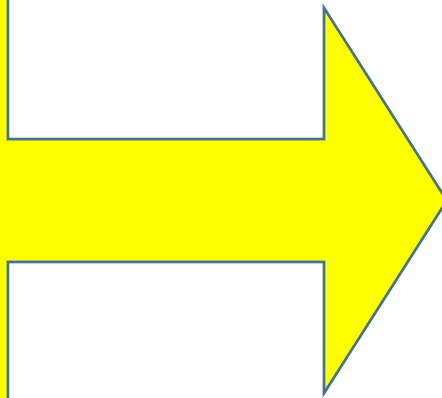
**This will be a  
great year**

**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 here to  
move to the  
next page



Save and Continue

Click to  
acknowledge

Evaluating Supervisor



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



Click to sign

Second Level Supervisor

(name)      Date:6/12/2019

Evaluating Supervisor

Your name

Date:6/12/2019



The screen will change to  
this; do **NOT** click Redo

# This page is to be left blank.

If the employee changes positions, the review is “re-opened” so that the new supervisor can complete an updated planning session

## Updated Planning Sessions (Optional)

**Supervisors:** Complete this section if updates to initial planning are necessary.

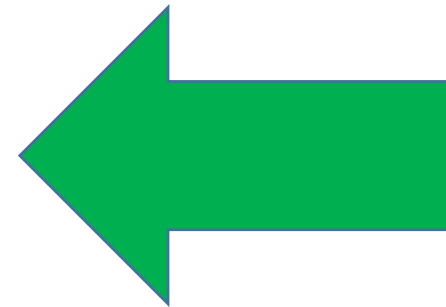
**Employees:** Initial and date the fields below to confirm that you have reviewed the changes with your supervisor.





**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 3 is Complete!



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