Performance Review for Classified Employees

Step 2 – Second Level Review
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 Employee to review
Review:
• Signatures from Planning; Click
• Work and Behavior Expectations from Planning; Click
• Evaluation from Primary Supervisor; Click
Click in Box to Acknowledge

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”

Back Save and Exit Submit
The Review will proceed to primary Supervisor for Discussion and Sign-Off (step 3)