Performance Review for Classified Employees

Step 3 – Evaluating Supervisor Discussion and Sign-Off
Meet with the Reviewed Employee to Discuss Rating
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
Click to begin

Review:

• Mission Statement; Click
• Work & Behavior Expectations for Year; Click
• Planning signatures; Click
• Updated Planning Session; Click
Discuss Rating with Employee

The Rating **CAN** be changed at this time

Add Comments that you may feel are appropriate

Then, Click **Save and Continue**
Evaluating Supervisor: By signing and dating this form, I am certifying that the overall rating was discussed with the employee.

☐ 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; do **NOT** click “Redo”
The review will proceed to the Reviewed Employee (Step 4). Once the Employee acknowledges the Review, it is complete.