Performance Review for Classified Employees

Step 1 – Evaluating Supervisor
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
Review:

• Mission Statement; Click
• Work & Behavior Expectations for Year; Click
• Planning signatures; Click
• Updated Planning Session; Click
Complete this portion **only** if the Employee is on leave

- **Delivery Method:**
  - [ ] Mailed
  - [x] Given

- **Date:**

- **Unrated - If Unrated, select sub-category:**
  - [ ] Select One of the Following:
  - [ ] Never Rendered
  - [ ] Untimely
  - [ ] Violation of Chapter 10
When an employee’s rating results in a "Needs Improvement/Unsuccessful" or "Exceptional", documentation must be attached fully supporting the rating, in accordance with SCS Rule 10.7(c2).
The review will proceed to 2nd level Supervisor (Step 2); once signed by 2nd level Supervisor, it will return to you for the Discussion and Sign-Off Step (Step 3)