

Rating Task

Step 1 – Employee Self Rate

Note: Each fiscal year there are two tasks to complete: Rating task for Performance over the past fiscal year, and the Planning task to Plan for the coming fiscal year. These instructions are for the Rating task.



In this step we are rating our Performance over the past fiscal year.

Pending Performance Tasks	
	Due Date
Performance Planning or Rating Task for FY 24/25	7/6/2024

Open the task from the **Pending Performance Tasks** box of the Welcome Page in Cornerstone

The task will open to the Overview page. On the left you will see the pages of the Planning task indicated with check marks. Click on the page **Planning-Goals** to review the information that was entered at the start of the rated period.

2022/2033 Unclassified Staff Planning and Rating Options ▾

Overview

Planning - Goals

Planning - Core Comp...

Planning - Professiona...

Planning - Position De...

Planning - Unclassifie...

Rating - Goals

999836[Counselor]
7/1/2022 - 6/30/2023

60%

Overview

The University's Mission Statement:
The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

Click on each of the **Planning** pages to review the entries OR, click “Next” to advance to the next page:

Back Exit Next

On the **Rating – Goals** page select an appropriate rating for the accomplishment of the goals for the reviewed year.

Rating - Goals

Please provide comments regarding Performance over the rated period.
Comments are **required** for ratings of "Outstanding" or below "Meets Expectations"

Indicate objectives/significant tasks/goals accomplished in the rated year

Select

- Select
- Not Evaluated
- Unsatisfactory
- Below Expectations
- Meets Expectations
- Above Expectations
- Outstanding

Enter justification for the rating:

Describe accomplishments and enter justification for the rating in the comment box.

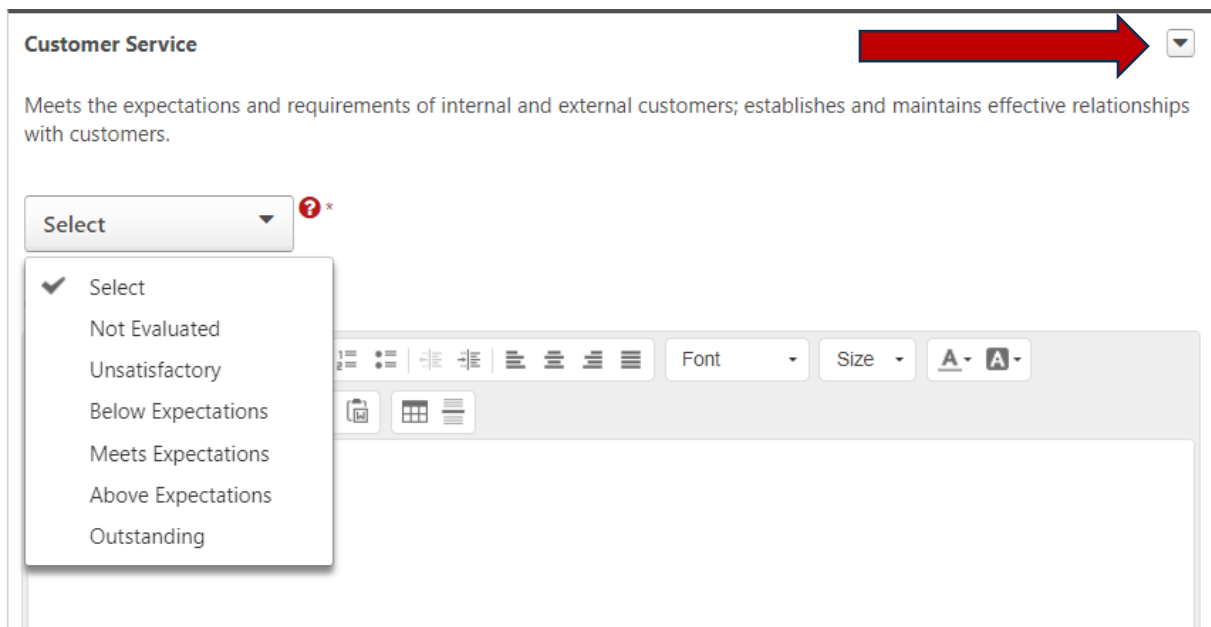
Click **Save and Exit** to leave the task, OR, **Save and Continue** to continue to the next page.

Back Save and Exit Save and Continue

If Additional competencies were added by your Supervisor in the Planning task, they will appear on this page:

Additional Required Competencies

Rate your performance on the competencies that are listed.



The screenshot shows a web interface for evaluating a competency. At the top, the competency name "Customer Service" is displayed in a grey box. Below it is a descriptive text: "Meets the expectations and requirements of internal and external customers; establishes and maintains effective relationships with customers." To the right of this text is a red arrow pointing to a small downward-pointing arrow icon. Below the description is a dropdown menu with "Select" as the current selection and a red question mark icon. The dropdown menu is open, showing the following options: "Select" (with a checkmark), "Not Evaluated", "Unsatisfactory", "Below Expectations", "Meets Expectations", "Above Expectations", and "Outstanding". Below the dropdown menu is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and table, along with "Font" and "Size" dropdowns and "A-" and "A+" icons.

For a detailed description of the competency, click on the arrow then “details”.

*No entries are required if additional competencies were not added.

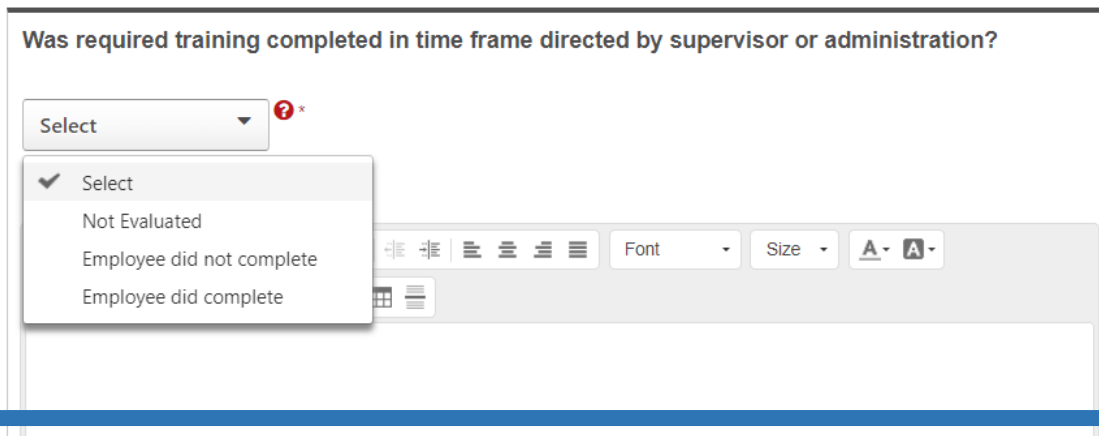
Rating – Required Training

Select the answer that applies to you

Was required training completed in time frame directed by supervisor or administration?

Select ?

- ✓ Select
- Not Evaluated
- Employee did not complete
- Employee did complete



If you're not sure, click on the "My Transcript" icon on the Cornerstone Welcome page



My Transcript

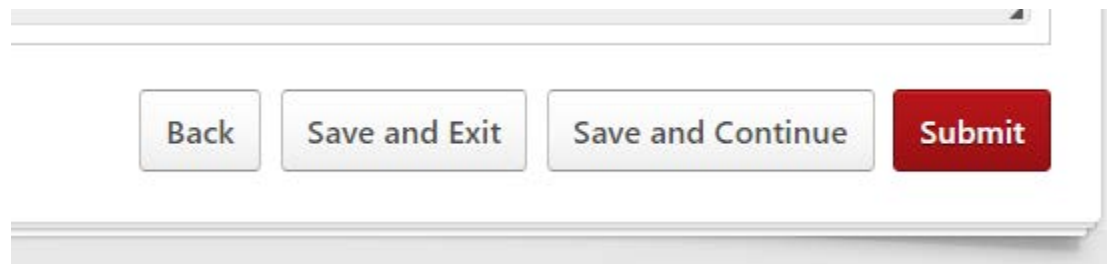
For most employees, the compliance training was due to be completed by June 30

Return to the Welcome page at any time by clicking on the University logo on the top left of the screen

Rating – Professional Development

Although entries here have no bearing on the overall rating your comments can provide information for valuable conversations with your supervisor.

Submit the Review



If you do not see the option to Submit at the bottom right of the screen, review the task to see what may have been missed.

Your submitted task will move to your Supervisor's queue in Cornerstone. You will be notified by email message when the task is back in your queue for Acknowledgement.