

Rating Task

Step 2 – Supervisor Review, Discussion, and Sign- Off

Note: Each fiscal year there are two tasks to complete for the Unclassified employees you supervise: A Rating task for Performance over the past fiscal year, and a Planning task to document performance expectations for the coming fiscal year. These instructions are for the Rating task.

Select the task of the employee to rate from the **Pending Performance Tasks** box of the Welcome Page in Cornerstone

Pending Performance Tasks	
	Due Date
FY 24/25 Planning or Rating of Employee Name	7/3/2024

The task will open to the Overview page. See the pages of the Planning indicated with check marks on the left side of the screen. 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 ▾

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.

- Overview
- Planning - Goals
- Planning - Core Comp...
- Planning - Professiona...
- Planning - Position De...
- Planning - Unclassifie...
- Rating - Goals
- Rating - Core Compet...
- Additional Required C...

Select
Rating – Goals to rate performance on Goals for the review period

Rating - Goals

Rate the performance of the employee in regard to goals that were established in the Planning and throughout the review year.

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

Meets Expectations ?*

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

Enter justification for the rating:
: Meets Expectations Review : FY 24/25 Planning and Rating for Unclassified Employees

Font Size A A

Describe accomplishments and justification for the rating in the comment box

The goal rating will account for 40% of the employee's overall rating.

Click Save and Exit to leave the task or Save and Continue to move to the next page.

Back Save and Exit Save and Continue

Rating - Core Competencies

Select a rating for each Core Competency. The first six (6) competencies apply to ALL employees, the final three (3) apply to those who supervise full-time employees. Employees who are not supervisors should be rated as “Not Evaluated” for the final three competencies.

Integrity and Professional Conduct:

- Maintains professional composure and attitude.
- Ability to be a consistent, honest, and trustworthy steward of State resources.
- Adheres to University and departmental policies including but not limited to code of ethics, attendance, punctuality and dress code.
- Completes required training in time frame directed by supervisor or administration (this bullet will be rated separately in the rating task).

Select ?*

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

Enter justification for rating in the Comment area.

Best Practice

Include specific examples of how the competency was exhibited during the rated year

Core competencies will account for 40% of the employee’s overall rating.

Additional Required Competencies

This area will be populated with competencies to be rated on **IF** they were selected by the Supervisor in the Planning task. Rate any competencies that are in this area and provide justification for the rating.

Additional competencies, if populated, will account for 15% of the employee's overall rating.

Rating – Required Training

Select the response based on the completion of the required Compliance Curriculum as well as any courses that may have been assigned by the Supervisor and/or Administration.

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

Select ?

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

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** Not Evaluated should only be used for those hired on or after June 1*

To verify completions:

Click on the **My Transcript** icon on the Cornerstone Welcome page then **View team** on the top right of the screen. Click on each person to see the completed transcript.

Required Training will account for 5% of the employee's overall rating

Rating – Professional Development

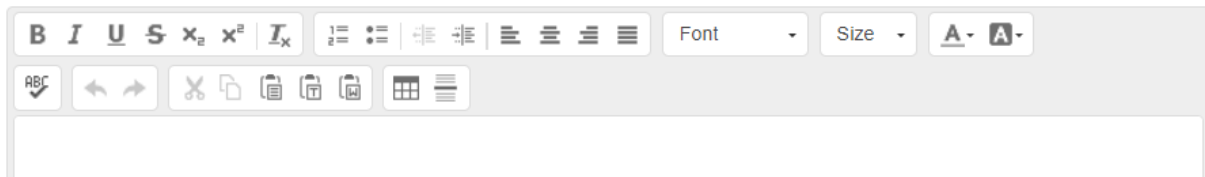
This section is NOT Rated

Rating - Professional Development

Please provide comments regarding Performance over the rated period.

Indicate training and professional activities completed during the rated period and detail how they directly contribute to your development within your current role and facilitate future career growth.

Comments:



A rich text editor toolbar with various icons for text formatting and editing. The icons include bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), link (I_x), bulleted list, numbered list, indent, outdent, font color (A), and background color (A). There are also dropdown menus for font and size, and a checkmark icon.

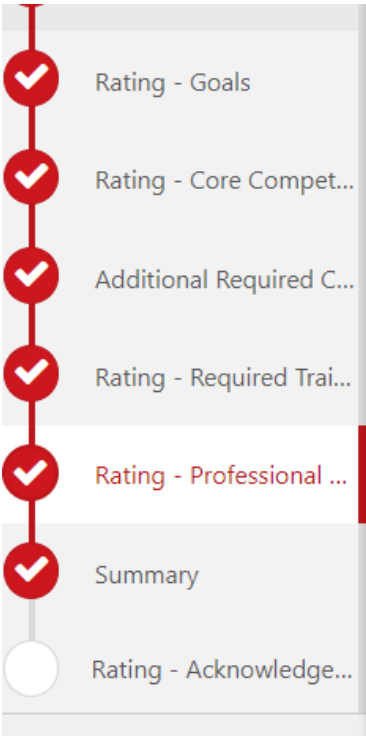
Review entries made by employee. If none, discuss training, conferences or other events that the employee participated in during the rated year; enter benefit to employee and department



Meet with each Unclassified employee you supervise to review and discuss ratings.

This is a good time to discuss goals and expectations (Planning) for the next fiscal year as well

Entries can be reviewed by clicking directly on the page title:



Circle around checkmark is red once you "visit" the page

Rating - Acknowledgement for Unclassified Review

Supervisor, by your electronic signature you acknowledge that you have discussed the Rating with
Employee, by your electronic signature you acknowledge the rating for Performance for the fiscal year.

By your electronic signature you acknowledge the rating for Performance

Pending Signature

By your electronic signature you acknowledge that you have discussed the rating with this employee.

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

Sign

Second Level Evaluator

Check the box then click "Sign"

Comment

B I U S I 

Enter Overall or Summary
Comments

Click "Submit" when you have completed the step:

Back

Save and Exit

Save and Continue

Submit

The task will move to the Employee's queue in Cornerstone for Acknowledgement.

Routing Workflow:

