

Rating Task

Step 3 – Employee Acknowledgement (Final step in the task)

Note: Each fiscal year there are two Performance tasks to complete: 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.

Access the Rating Task in Cornerstone in the block marked **Pending Performance Tasks**

Pending Performance Tasks	
	Due Date
Performance Planning or Rating Task for FY 24/25	6/23/2024

The task will open to the Overview page. On the left you will see the pages of the Review. The Planning pages are indicated with red circles.

2022/2023 Unclassified Staff Planning and Rating

Options ▾

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

55%

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.

Review Step Progression

- Planning - Employee
- Planning - Supervisor Review/Discuss/Sign-off

Click on **Rating - Goals**

Overview

Planning - Goals

Planning - Core Compet...

Planning - Professiona...

Planning - Position De...

Planning - Classifie...

Rating - Goals

Rating - Core Compet...

Additional Required C...

Rating - Required Trai...

Rating - Professional ...

Summary

Rating - Acknowledge...

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

45%

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

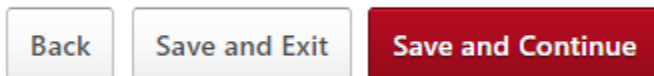
Meets Expectations ?

Supervisor
(Manager) Rated : Meets Expectations Review : 2022/2023 Unclassified Staff Planning and Rating
Time : 5/24/2023 11:23 AM
Supervisor comments

Self) Rated : Meets Expectations Review : 2022/2023 Unclassified Staff Planning and Rating
Time : 5/12/2023 10:52 AM
Employee's comments regarding goals

See the rating and comments you entered
and the rating and comments that your
supervisor entered

Click "Save and Exit" to stop or "Save an Continue" to move to the next page.



Rating – Core 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).

Meets Expectations ▾



(Manager) Rated : Meets Expectations Review : FY 24/25 Planning and Rating for Unclassified Employees Time : 6/12/2024 4:39 PM



(Self) Rated : Meets Expectations Review : FY 24/25 Planning and Rating for Unclassified Employees Time : 6/12/2024 1:51 PM

Review each competency for your rating and comment
and your supervisor's rating and comment

Save and Continue

Click

each page until you reach the Acknowledgement page.

On the lower right side of

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.

Click Here

By your electronic signature you acknowledge the rating for Performance

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

Sign

Then click here

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

Date : 5/24/2023

Second Level Evaluator

Pending Signature

Comment

B I U S | *I_x* |  

If you would like your second level supervisor to review your evaluation, send request to talentmanagement@louisiana.edu

Click "Submit" on lower right of screen.

Back

Save and Exit

Save and Continue

Submit

If you request the review of the second level supervisor, the task will be routed to your supervisor's supervisor. Otherwise, the Rating task for this fiscal year is complete.

