

# Performance Review for Classified Employees

## Step 1 – Evaluating Supervisor Rating

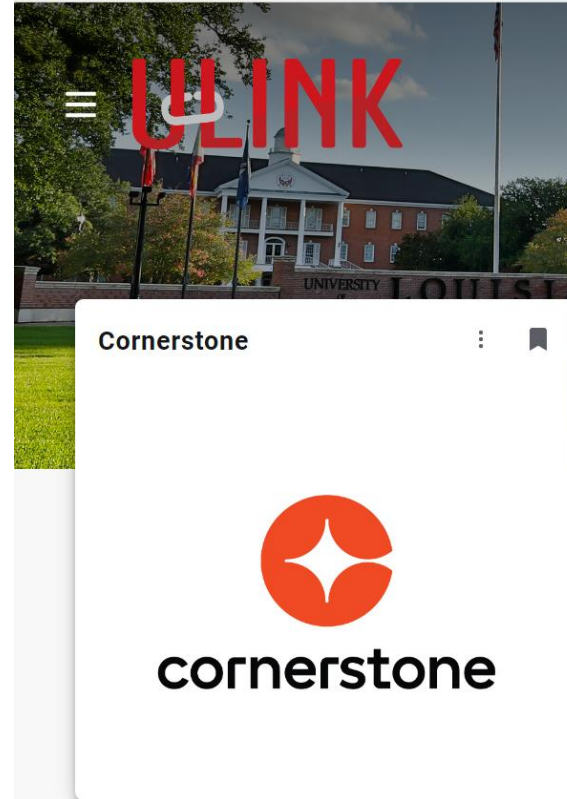
### Transition Rating Task – From Fiscal Year to Calendar Year

# Access Cornerstone

Log into

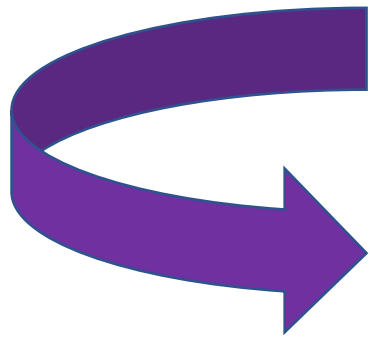


Click on the Cornerstone  
Card to be redirected into  
Cornerstone



# Select Task to Review

Select Task from the **Pending Performance Tasks** box of the Cornerstone Welcome Page




Pending Performance Tasks	
	Due Date
Complete PES Transition Planning or Rating for Employee Name	
Complete PES Transition Planning or Rating for Employee Name	

# Review PES Planning for Rated Period

- ❖ Review Mission Statement > Click “Next”
- ❖ Review Work & Behavior Expectations > Click “Next”
- ❖ Review Planning Signatures > Click “Save & Continue”
- ❖ Review Updated Planning Session (if applicable) > Click “Next”


# Overall Evaluation

Complete this top section **ONLY** if the Employee is on Extended Leave

<b>Delivery Method:</b> <input type="radio"/> Mailed <input checked="" type="radio"/> Given
<b>Date:</b> <input type="text"/> 
<b>Unrated - If Unrated, select sub-category:</b> <input checked="" type="radio"/> Select One of the Following: <input type="radio"/> Never Rendered <input type="radio"/> Untimely <input type="radio"/> Violation of Chapter 10

# Select Rating

## Overall Evaluation

Select \*

- ✓ Select
- Successful
- Needs Improvement/Unsuccessful
- Not Evaluated

- ✓ Documentation to fully support rating of “Needs Improvement” must be attached or entered to the Comment field in accordance with SCS Rule 10.7 ©2
- ✓ Rating of “Not Evaluated” is only applicable for those employed fewer than 90 days by December 31

# Submit Step 1

[Back](#) [Save and Exit](#) [Submit](#)



## Submit Review

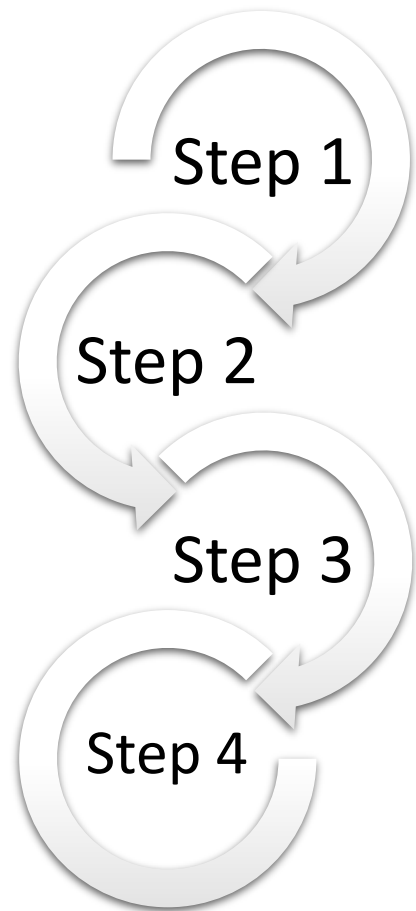


You will not be able to modify once you have submitted. Are you sure that you want to submit now?

[Cancel](#) [Submit](#)

This box will pop up  
Click SUBMIT here  
and  
Step 1 is Complete!

# Workflow for PES Review



Step 1: Supervisor enters Rating for Employee

Step 2: 2<sup>nd</sup> Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Rating with Employee & Signs

Step 4: Employee Signs Rating





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