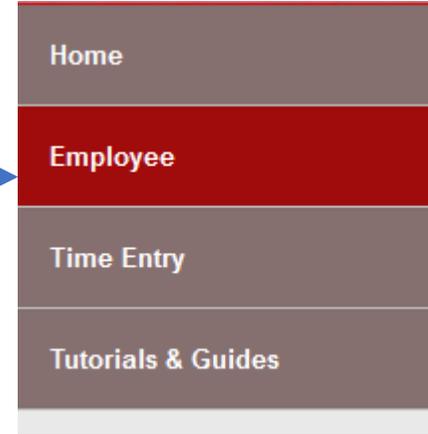


Performance Review for Classified Employees

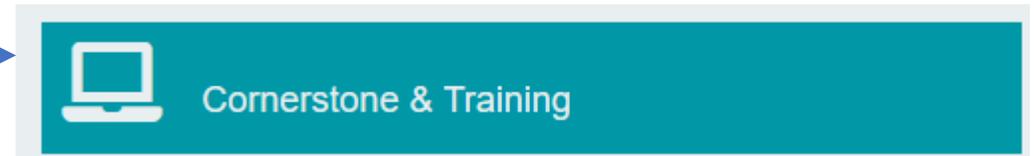
Step 1 – Evaluating Supervisor Rating

Access Cornerstone

Log into  **ULINK**
Click on “Employee” Tab



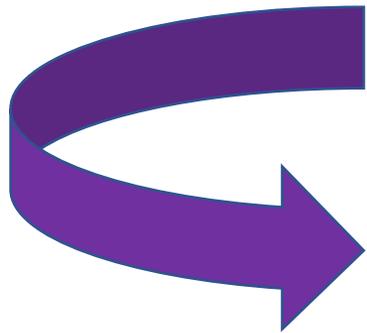
Click on “Cornerstone & Training” on upper right of Page



Select Task to Review



Click on Task in Lower Left box of Cornerstone Welcome Page



Pending Performance Tasks	
	Due Date
Complete 20/21 Planning or Annual Evaluation Session for Employee Name	6/22/2020
Complete 20/21 Planning or Annual Evaluation Session for Employee Name	6/22/2020

Review PES Planning for Rated Year

You Must visit each
page

- ❖ 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”

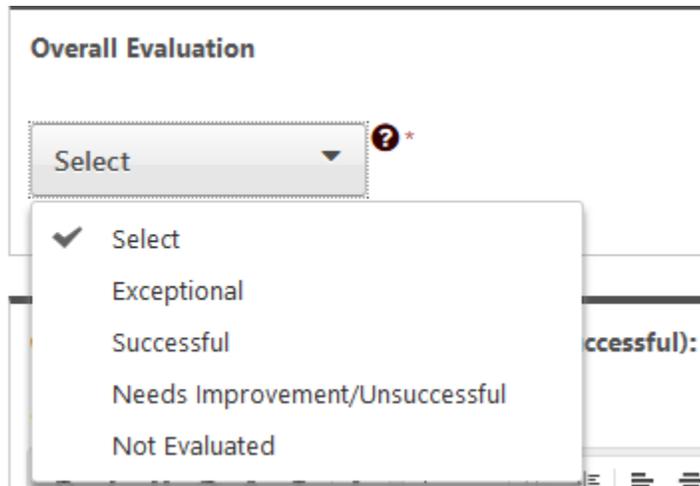


Overall Evaluation

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

Delivery Method: <input type="radio"/> Mailed <input checked="" type="radio"/> Given
Date: <input type="text"/> 
Unrated - If Unrated, select sub-category: <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



The image shows a screenshot of a web form titled "Overall Evaluation". It features a dropdown menu with a "Select" button and a question mark icon. The dropdown menu is open, showing five options: "Select" (with a checkmark), "Exceptional", "Successful", "Needs Improvement/Unsuccessful", and "Not Evaluated".

- ✓ Documentation to fully support ratings of “Exceptional” or “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 July 1

Submit Step 1

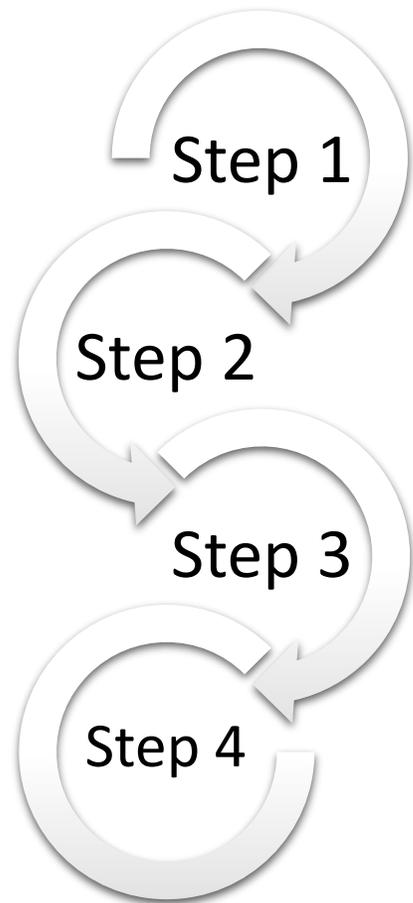


Submit Review ×

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

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: 2nd Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Rating with Employee & Signs

Step 4: Employee Signs Rating



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