

Performance Review for Classified Employees

Step 2 – 2nd Level Supervisor Reviews Rating

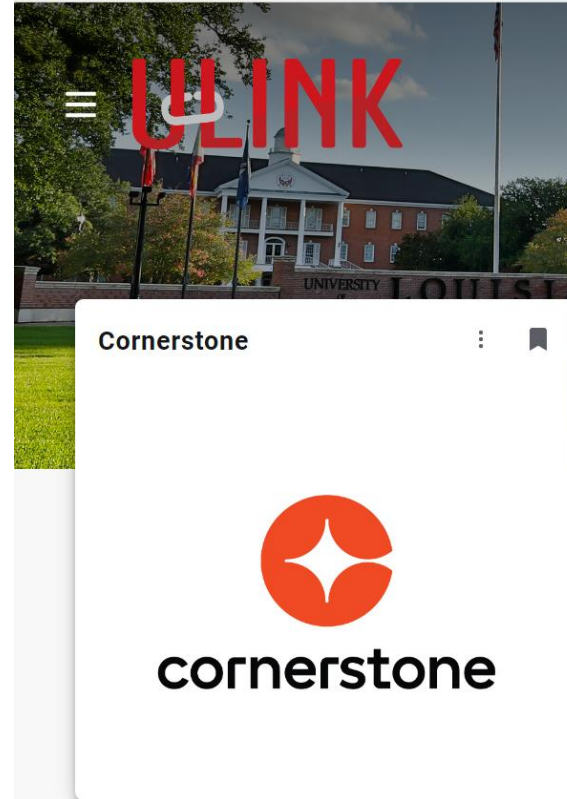
Transition Rating Task – From Fiscal Year to Calendar Year

Access Cornerstone

Log into

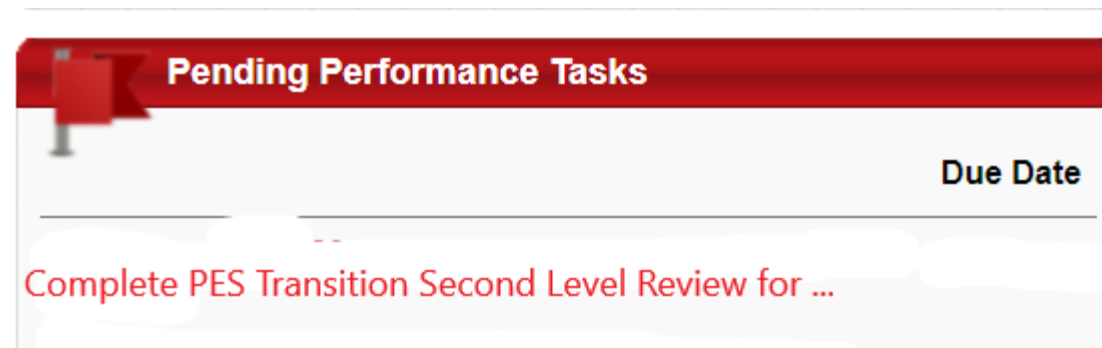
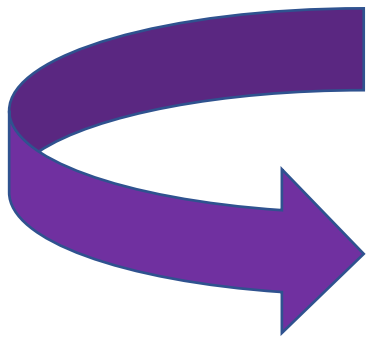


Click on the Cornerstone
Card to be redirected into
Cornerstone



Select Task to Review

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




**this box will accommodate a maximum of 10 tasks, If you have more, you will need to click on the Performance Reviews icon to view all of your Performance Tasks*

Review PES Planning for Rated Period

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

Overall Evaluation

Top section will be complete 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

Review Rating given by Supervisor

Overall Evaluation



(Manager) Rated : Successful Review : 2) PES Transition task- Planning and Rating For Classified Employees Time : 6/3/2024 1:57 PM

- ✓ 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

Sign the Review

Click in Box to Acknowledge

Second Level Supervisor

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

Sign

Click to Sign

Screen will change to this:

Second Level Supervisor
name of 2nd level supervisor Date:6/17/2019

Redo

DO NOT click "Redo"

Back

Save and Exit

Submit

Submit Step 2

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



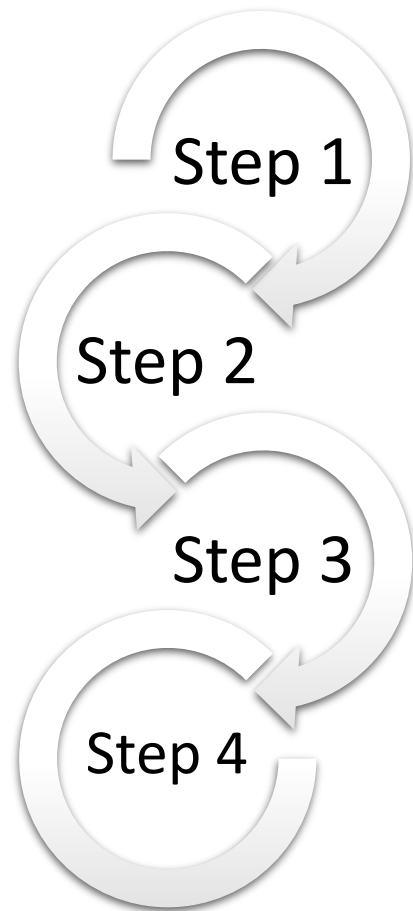
Submit Review ×

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 2 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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