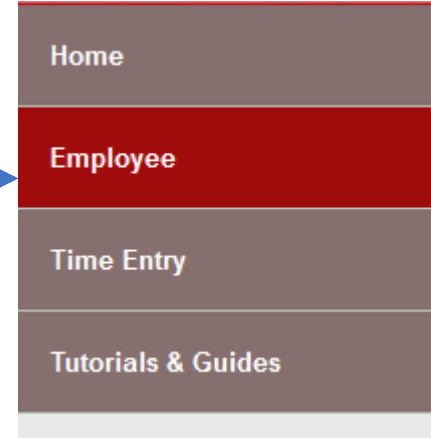


Performance Review for Classified Employees

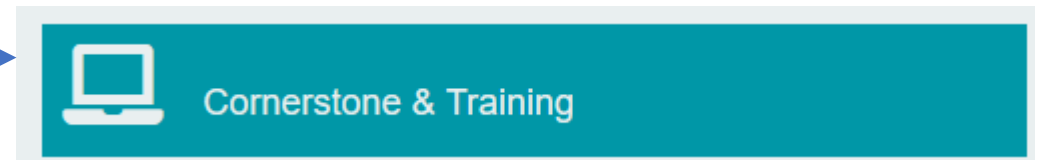
Step 2 – 2nd Level Supervisor Reviews Rating

Access Cornerstone

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



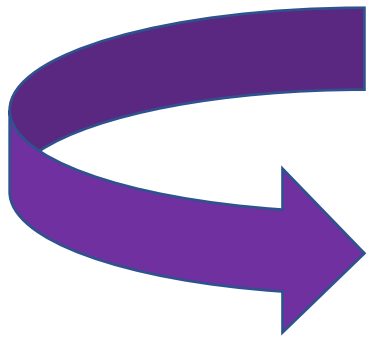
Click on “Cornerstone & Training” on upper right of Page



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 |

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

Review PES Planning for Rated Year

You must visit
each page


- ❖ 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”



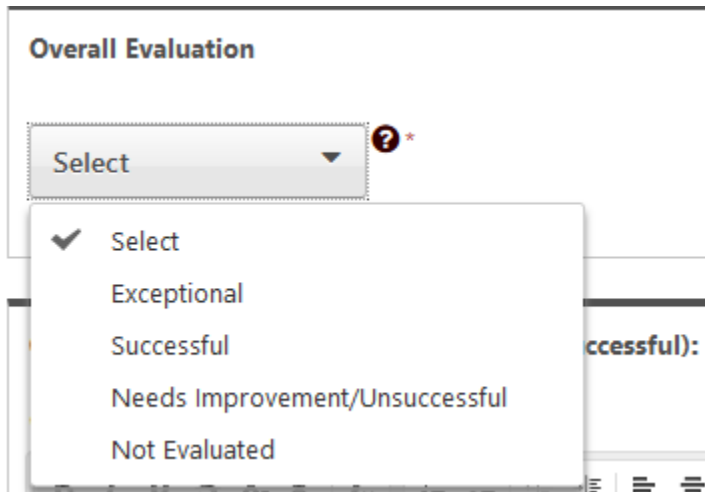
No Skipping

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



The screenshot shows a web form titled "Overall Evaluation". It features a dropdown menu with a "Select" button and a question mark icon. The dropdown 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

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

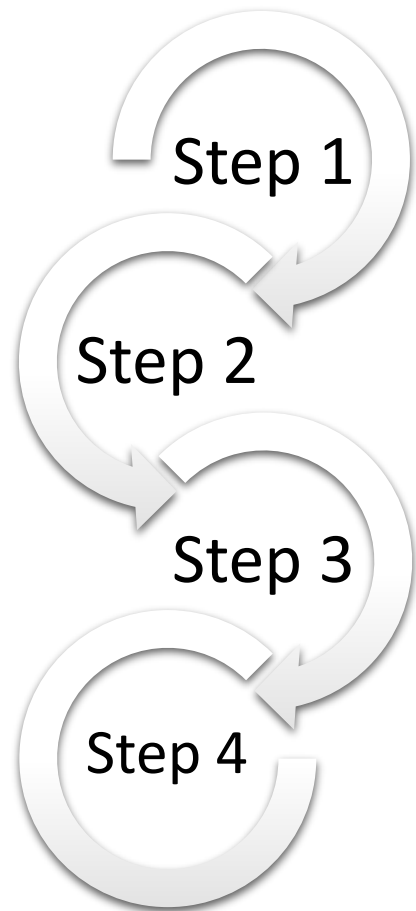
×

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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