

# Performance Review for Classified Employees

Step 3 – Discussion & Evaluating Supervisor Sign-Off

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

# Meet with Employee to Discuss Rating

Schedule meeting with employee to review expectations for the year and how they were or were not met. Discuss rating. \*



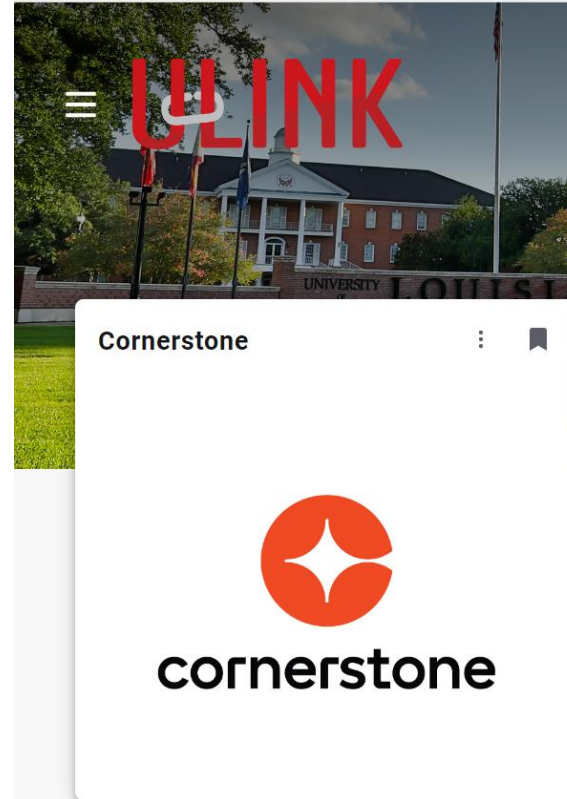
\*Hint: Use this meeting to discuss goals and expectations for the next Plan Year

# Access Cornerstone

Log into

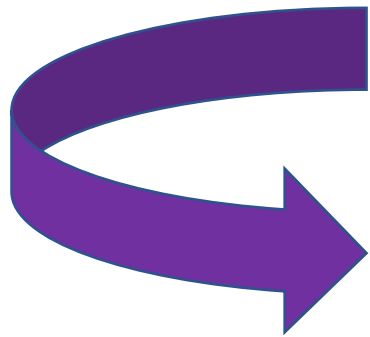


Click on the Cornerstone  
Card to be redirected into  
Cornerstone



# 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	

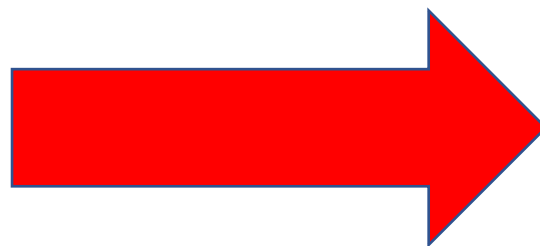
# Review PES Planning for Rated Period

- ❖ 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”

# Rating CAN be changed at this Time



If, during your discussion you decide that a different rating is warranted



A different Rating  
can be Selected

# Electronically Sign Rating

Click to  
acknowledge

Evaluating Supervisor



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



Click to sign

Second Level Supervisor

(name) Date:6/12/2019

Evaluating Supervisor

Your name

Date:6/12/2019

Redo

The screen will change to  
this; do **NOT** click Redo

# Submit Step 3



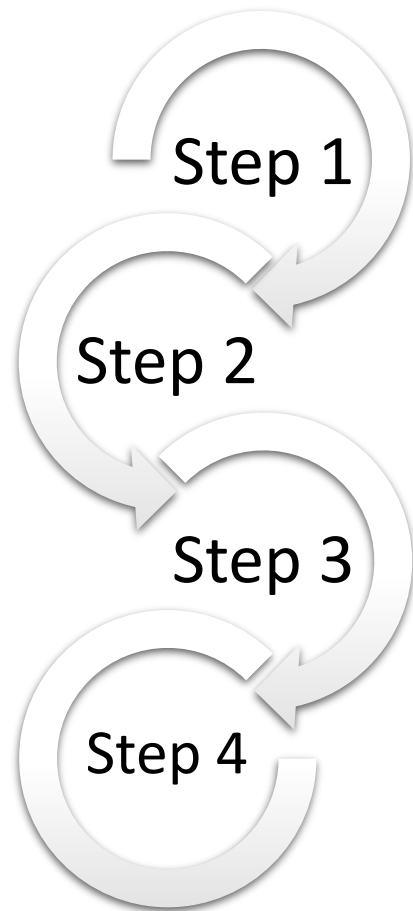
## Submit Review ×

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 3 is Complete!



# Workflow for PES Rating



Step 1: Supervisor enters Rating for Employee Performance

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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