

Performance Review for Classified Employees

Step 3 – Discussion & Evaluating Supervisor Sign-Off

Meet with Employee to Discuss Rating

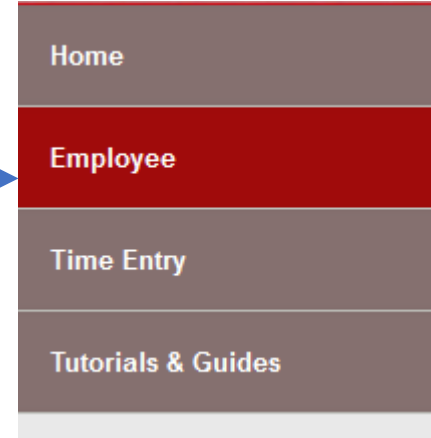
Schedule meeting with employee to review expectations for the year and how they were or were not met. Discuss rating. *



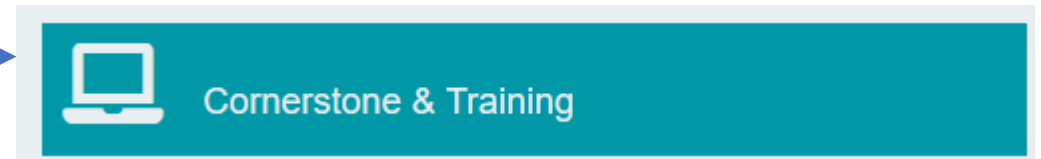
*Hint: Use this meeting to discuss work and behavior expectations for the next Plan Year

Access Cornerstone

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



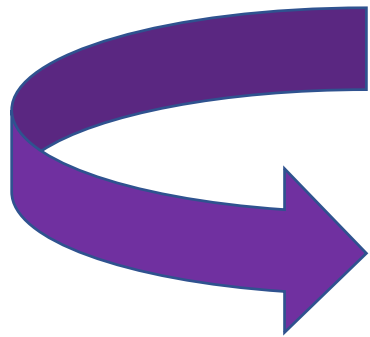
Click on “Cornerstone & Training” on upper right of Page



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

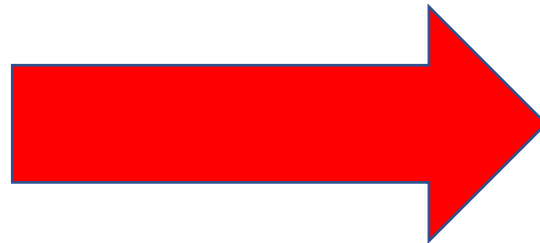
- ❖ Review Mission Statement > Click “Next”
- ❖ Review Work Expectations > Click “Next”
- ❖ Review Behavior Expectations > Click “Next”
- ❖ Review Planning Signatures > Click “Save & Continue”
- ❖ Review Updated Planning Session (if applicable) > Click “Next”



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.

Sign

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

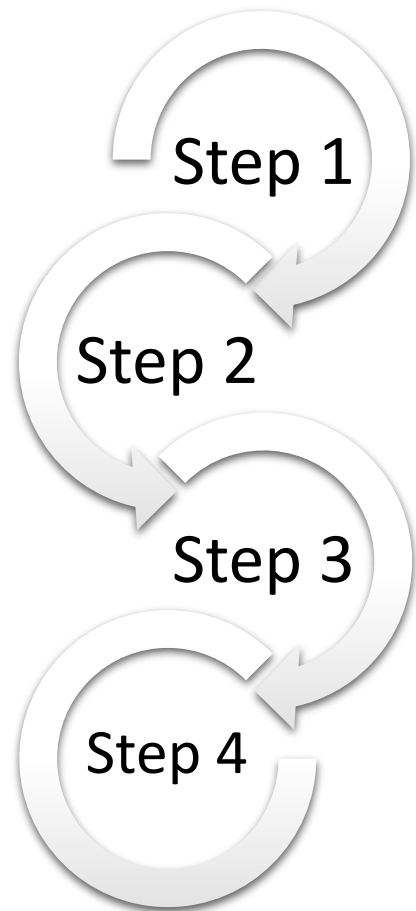


Submit Review ×

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: 2nd Level Supervisor Reviews & Signs

Step 3: Supervisor Discusses Rating with Employee & Signs

Step 4: Employee Signs Rating



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