

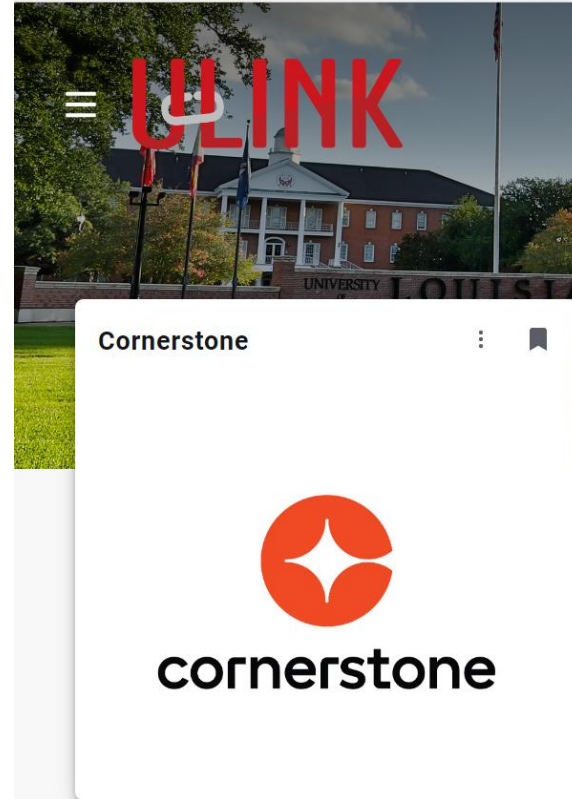
Performance Review for Classified Employees

Step 4 – Employee Acknowledgement

This Rating is based on Performance for the Transition
Period of July 1 – December 31
Civil Service Performance Reviews are moving from a
Fiscal Year to a Calendar Year

Access Cornerstone

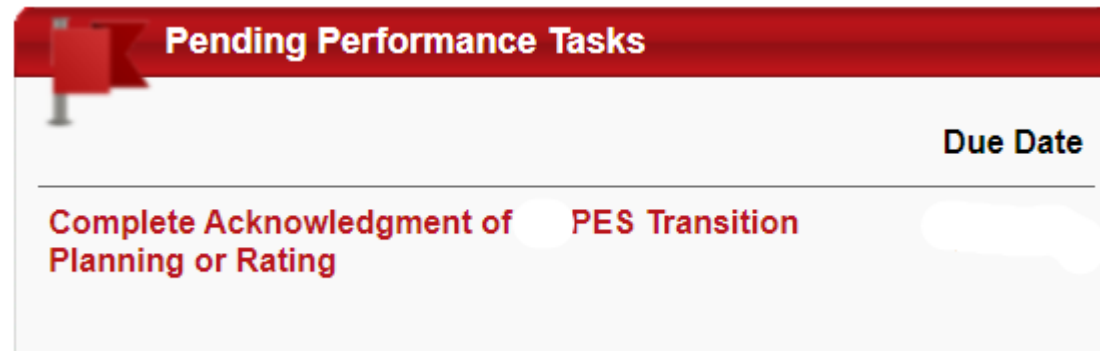
Log into



Click on the Cornerstone
Card to be redirected into
Cornerstone

Open Review in Cornerstone

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



Pending Performance Tasks	
	Due Date
Complete Acknowledgment of PES Transition Planning or Rating	

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”

Review Rating

Review rating and any comments or attachments provided by Supervisor

Overall Evaluation



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

Electronically Sign Rating

Click to
acknowledge



Employee: By signing and dating this form, I am certifying that my evaluating supervisor has conducted an evaluation session with me on the date shown.

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

Sign



Click to sign

Employee: By signing and dating this form, I am certifying that my evaluating supervisor has conducted an evaluation session with me on the date shown.

Your Name Date:6/16/2020

Redo

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

Submit Step 4

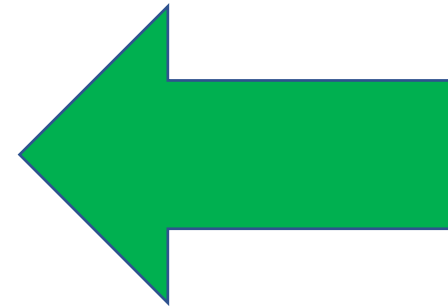
[Back](#) [Save and Exit](#) [Submit](#)



Submit Review ×

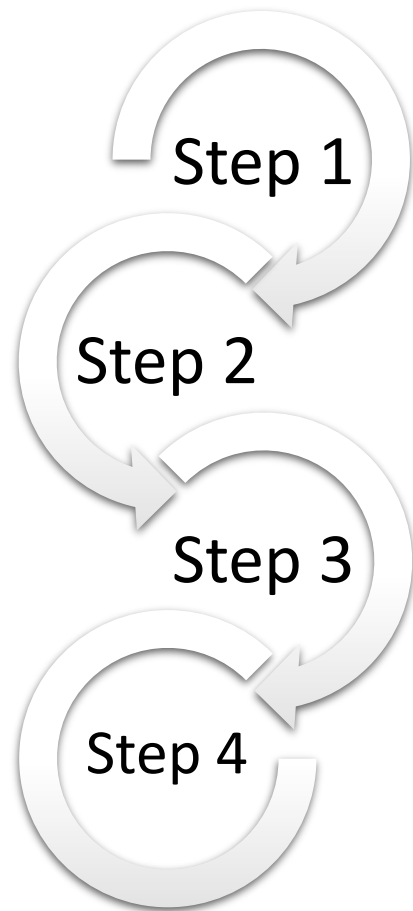
You will not be able to modify once you have submitted. Are you sure that you want to submit now?

[Cancel](#) [Submit](#)



This box will pop up
Click **SUBMIT** here
and
Step 4 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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