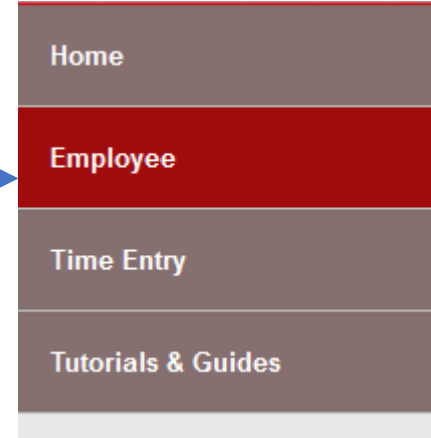


Performance Review for Classified Employees

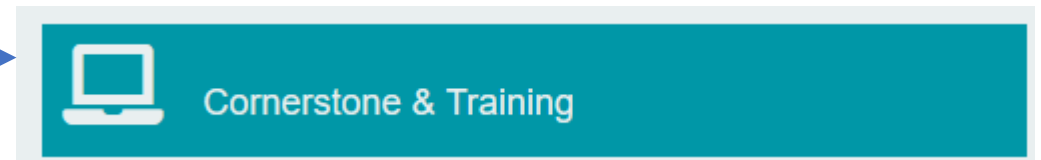
Step 4 – Employee Acknowledgement

Access Cornerstone

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

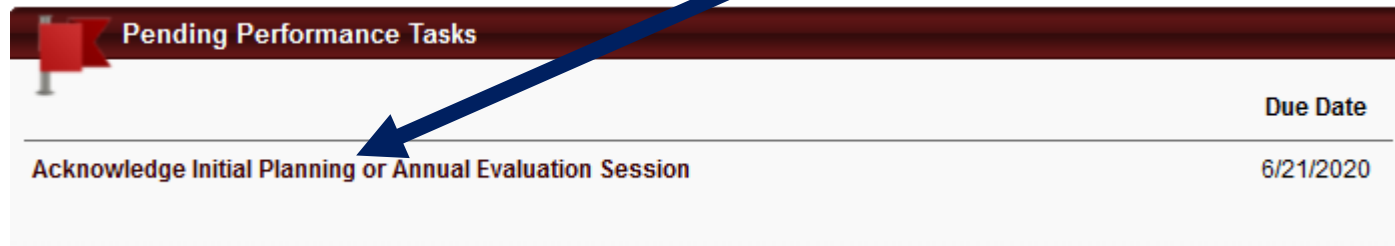


Click on “Cornerstone & Training” on upper right of Page



Open Review in Cornerstone

Click on the task in the “Pending Performance Task” box found on the lower left corner of your Cornerstone Welcome Page



Pending Performance Tasks	
Acknowledge Initial Planning or Annual Evaluation Session	Due Date 6/21/2020

Review PES Planning for Rated Year

You must visit
every page

- ❖ 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”



No Skipping

Review Rating

Review rating and any comments or attachments provided by Supervisor

Overall Evaluation

Supervisor Name (Manager) Rated: **Successful** Review: 2020/2021 SCS PES - Initial Planning and Annual Evaluation Form Time: 6/15/2020 4:27 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

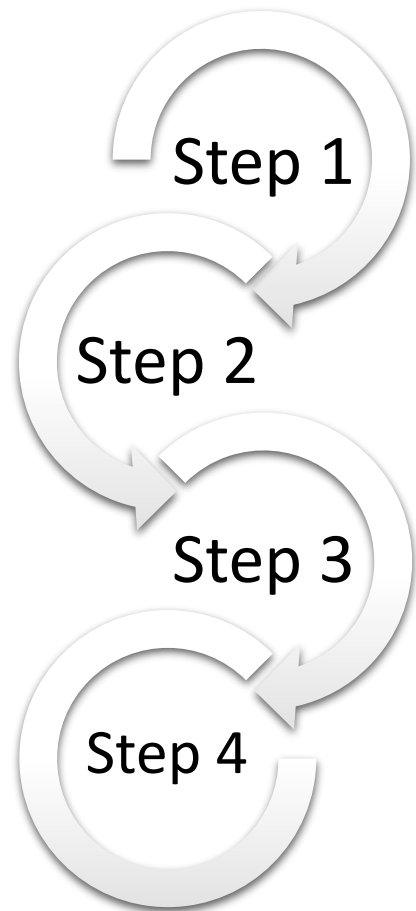


You will not be able to modify once you have submitted. Are you sure that you want to submit now?

[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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