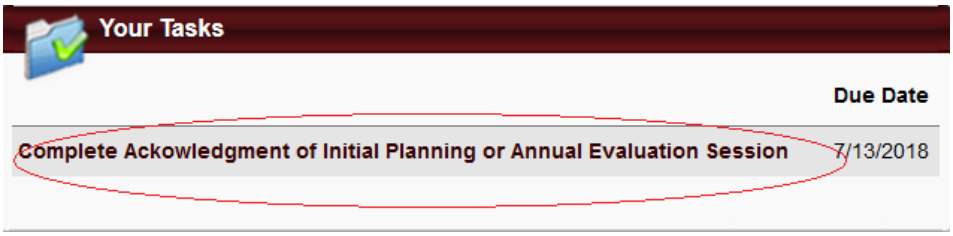
Classified Performance Evaluation (PES) planning (Employee):

To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.

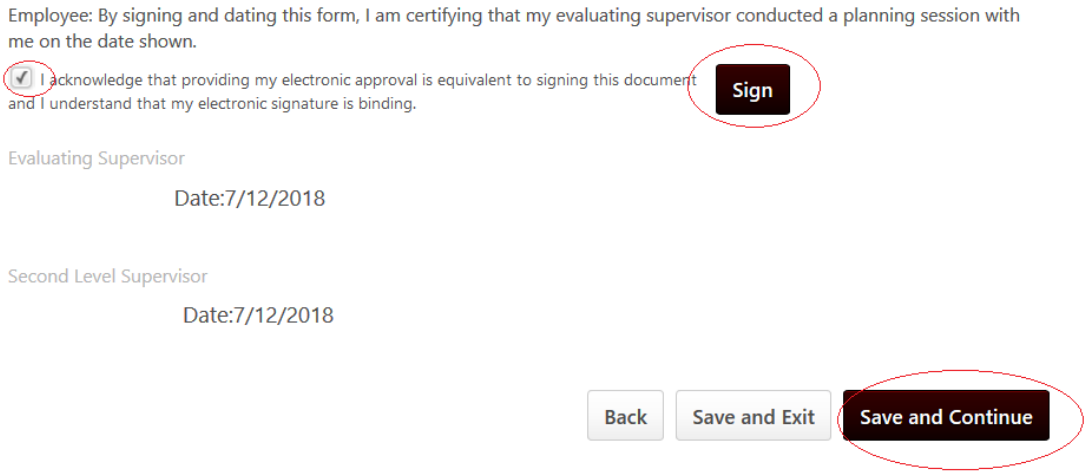
You can access your planning acknowledgement by clicking on the links under either **Your Action Items** or **Your Tasks** blocks of the Welcome page in Cornerstone, and click on the link that begins with "**Complete Acknowledgement of Initial Planning.**



1. Scroll down to the bottom of the page, and click the **Get Started** button.

2. This will launch the **Department Mission statement**, which populates automatically based on your VP Area. No action is required. Simply click **Save and Continue** to proceed to the next step.
3. This will launch the **Work and Behavior Expectations**, which populates with all behavior/work expectations and comments provided by your first level Supervisor. Please review the content in this section, enter "I agree" in the comments section concurring with the aforementioned expectations, then click **Save and Continue** to proceed to the next step.

4. This will bring you to the signatures page. Click the Acknowledgement box **then** click the Sign button, followed by the **Save And Continue** button.



5. You'll then be routed to the **Updated Planning Sessions** page, which is optional, and should only be completed if there is a change to your original planning. Simply click the Submit button at the bottom of the page to bypass this step, and complete the planning process.

6. Click **Submit** once more in the pop-up block to complete the planning, to finish the process.