Step 1: Employee Self-Review

- The Transition Rating Task is used to rate your job performance from January 1, 2021 through June 30, 2022.

- This is a Rating task only.

- The Planning for the next fiscal year will be completed when the Revised Performance Review is launched in the next few weeks.

Select the Employee tab in Ulink, then Select Cornerstone & Training to be redirected to Cornerstone
If your 2020 Evaluation/2021 Planning for Unclassified Staff/Supervisors task was completed: meaning all 5 steps:
- Step 1: Self-Evaluation
- Step 2: Evaluating Supervisor Review
- Step 3: 2nd Level Supervisor Review
- Step 4: Evaluating Supervisor Discussion and Sign-off
- Step 5: Employee Acknowledgement

Then goals entered in the 2021 Planning will default into the Goal Rating portion of the Transition Rating task.

Enter Progress for each Goal to be Rated by clicking on the drop-down arrow in the upper right corner of the Goal, then “Manage Goals”

Enter the percent of completion for each task. You may need to click “Show All” to enter percent of completion for all of the tasks.

Click on bottom right of screen when progress for all tasks is entered.
Click on drop down box to select rating for the task.

Enter comments if applicable.

Click to proceed to the next page of the review.

Completed pages will be indicated with a red circle and white checkmark:

You can go directly to a page by clicking on it
Rate your performance over the past 18 months on each of the Core Competencies. Click the drop-down arrow on the top right of each competency then “Details” for a description of the Competency.

You are welcome to enter comments to substantiate your rating.

Click “Save and Continue” to proceed to the next page of the review.

Departmental Competencies are only available for those in Human Resources or Athletics

Click “Submit” at the bottom of the page.
Click “Submit” when you see this pop-up

Submit Review

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

Cancel  Submit

When the review is submitted, it no longer shows as a pending task on your Cornerstone Welcome page.

The task is routed to your supervisor. It will return to you as a pending performance task after your supervisor and second level supervisor have reviewed and completed their part so that you can acknowledge the review by your electronic signature.

Step 1 Complete