Supervisor Review

Step 2
Login to ULINK > Click on “Employee” tab
  > Click on “Cornerstone “ in Human Resources block

In Cornerstone, Click on Navigation Icon (≡),
then **Performance**, then **Performance Reviews**

**Select the Evaluation you wish to Review**
Executive Goals

To Mark Progress on Goal:

Click on the drop-down arrow in the Goal area then click “Manage Goals”
Manage Goals

Enter % Complete for Goal, or, Tasks and Targets if you have them

100% = Complete

Be sure to enter progress for all tasks
Manage Goals

Comments can be added by clicking here

Click here to continue
Executive Goals

Progress indicator for entire goal will change based on progress of Goal or Tasks

- Develop and launch Performance reviews for all full time employees of the university
  - Progress: 100%
  - Start Date: 1/1/2019
  - Due Date: 12/31/2019
Executive Goals

Click on “?” to see Rating Scale Details

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Evaluated</td>
<td>No dimensions of the goal (i.e. on time, on budget, etc.) were achieved</td>
</tr>
<tr>
<td>Not Met</td>
<td>Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved</td>
</tr>
<tr>
<td>Partially Met</td>
<td>Goal was fully achieved (i.e. on time, on budget).</td>
</tr>
<tr>
<td>Met</td>
<td>Goal was achieved ahead of schedule and/or under budget</td>
</tr>
<tr>
<td>Exceeded</td>
<td></td>
</tr>
</tbody>
</table>
Executive Goals

Documentation can be added as an attachment

Options menu on upper right of page

Select
- Select
- Not Evaluated
- Not Met
- Needs Improvement
- Partially Met
- Met
- Exceeded

Click to Move to Next Page

Save and Continue
Employees hired on or after October 1, 2020, or, are new to the Executive or Senior Administrator position can provide the rating “Not Evaluated” for Goals and Competencies.
Executive Competencies

Basic abilities required to successfully perform role

- Click on the drop-down arrow, then, "Details" to see Work Examples for this Competency
- Click on this icon to see Performance Benchmarks for this Competency

Benchmarks can be “pulled-in” to populate in the Competency Comment area. See how on next slide.
<table>
<thead>
<tr>
<th>Statement</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always pursues continuous learning to adapt to job changes</td>
<td>Advanced</td>
</tr>
<tr>
<td>Seeks and integrates constructive criticism</td>
<td>Advanced</td>
</tr>
<tr>
<td>Always pursues and applies learning/training to improve performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Finds new ways to perform various tasks, resulting in increased personal</td>
<td>Advanced</td>
</tr>
<tr>
<td>and organizational performance</td>
<td></td>
</tr>
<tr>
<td>Eagerly and proactively seeks to accept, adopt and integrate new ideas</td>
<td>Advanced</td>
</tr>
<tr>
<td>into his/her work</td>
<td></td>
</tr>
<tr>
<td>Somewhat flexible when encountering change, but more flexibility is</td>
<td>Developing</td>
</tr>
<tr>
<td>needed</td>
<td></td>
</tr>
<tr>
<td>Can only handle a couple of tasks simultaneously</td>
<td>Developing</td>
</tr>
<tr>
<td>Performance suffers when under a moderate level of stress and pressure</td>
<td>Developing</td>
</tr>
<tr>
<td>Sometimes pursues continuous learning to adapt to job changes</td>
<td>Developing</td>
</tr>
<tr>
<td>Accepts but does not integrate constructive criticism</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally pursues and applies learning/training to improve performance</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally looks for ways to perform a task better or more efficiently</td>
<td>Developing</td>
</tr>
<tr>
<td>Reluctant to accept new ideas or new ways of doing things</td>
<td>Developing</td>
</tr>
<tr>
<td>Maintains the same approach, even when the circumstances call for a</td>
<td>Does Not</td>
</tr>
<tr>
<td>change in approach</td>
<td>Demonstrate</td>
</tr>
<tr>
<td>Can only handle one task at a time</td>
<td>Does Not</td>
</tr>
<tr>
<td>Demonstrate</td>
<td></td>
</tr>
</tbody>
</table>
Executive Competencies

Click on the “?” for Rating Scale Details

Rate the Employee on Each Competency then Click

To Move to Next Page
Goal Planning

Review Goals entered by employee
As the Supervisor you can Delete, Modify, Add or Change Goals

Click Here to Edit or Delete
Goal Planning

2020 Review/2021 Planning - Senior Administrators

999545|Director, Institutional Assess
1/1/2020 - 12/31/2020

Goal Planning

Please enter goals for the coming year.
What should my position accomplish this year?

Does the accomplishment of this goal mean more (or less) than others to the Department?

Where does this goal come from?

What must I do to accomplish this goal?
Add Tasks or Targets

Add Tasks or Targets

Description
Build review in Cornerstone; one for Supervisors, one for non-supervisors

Start Date: 1/1/2019  
Due Date: 12/31/2019

Add Tasks or Targets

Description
Develop, schedule, and conduct training for navigation. Provide instructions for ongoing support.

Start Date: 1/1/2019  
Due Date: 12/31/2019

Example Example
Goal Planning

When you have added all Goals for 2021, Click “Save and Continue”
Development Planning

Objectives that can contribute to this employee’s career goals as well as work and behavior performance

Review any Professional Development Plans that the employee has entered. Modify or add to the Development Plan as you see appropriate for this employee.

- Obtain a certification
- Develop specific skills
- Pursue education
- Correct a persistent issue
- Participate on committee
- Enroll in training

The list goes on and on.
Add/Edit Objective

Enter what you would like this employee to get or achieve

Select the best fit
Development Planning

Align Action Steps with a Competency

Choose the best fit
Submit the Review
The review will move to the 2nd level supervisor’s queue

Click Here

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

Cancel  Submit

And Here Too!
To View a Previously Submitted Evaluation

Click on Navigation Icon (Hamburger) in the Upper Right Corner of Cornerstone Page. Then Click on “Performance” then, “Performance Reviews”

Then Click in Box