

Transition Rating Task

Step 2: Supervisor Review

- The Transition Rating Task is used to rate job performance from January 1, 2021 through June 30, 2022 as the Performance Rating timeframe will move to a fiscal year.
- This is a Rating task only.
- The Planning for the next fiscal year will be completed in the 22/23 Planning task that will be launched in July '22



Notification of Tasks in Cornerstone

Rated Employee is sent email message

Rating Supervisor is sent an email message each Monday morning with a list of incomplete tasks in Cornerstone



Pages of the Task

Transition Task - Rating Performance from 1/1/21 - 6/30/22

Options ▾

0%

999234|Specialist, Learning and Dev. 1/1/2020 - 6/30/2022

Overview

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Review Step Progression

- Self-Evaluation - Step 1 (Due - 6/30/2022)
- Evaluating Supervisor Review - Step 2
- Second Level Supervisor Review - Step 3
- Evaluating Supervisor Discussion and Sign Off - Step 4
- Employee Acknowledgment - Step 5

Get Started

Click to Start

UNIVERSITY OF LOUISIANA LAFAYETTE

Position Description



999868|Manager, Business Services
1/1/2020 - 12/31/2020

Select Options then Employee Details to see the Position Description on file with HR

Options ▾

- Add Co-Planners
- Attachments
- Employee Details
- Complete Offline
- Upload Review
- Print Review
- Print Reviewee Version

Position Description

Enter changes to the Position Description in the Comment box

*submit changes to HR Business Partner for approval

- Job Summary
- Required Education and Experience
- Required Knowledge Skills and Abilities
- Essential Functions



Enter **No Changes** if the description in the Employee Details view is current and accurate

Save and Continue

Enter to proceed to the next page.

Goal Rating

Goal Rating

This area will be populated

If

Employee/Supervisor entered Goals on the 2021 Planning Task

AND

All 5 Steps of the Review/Planning were completed



The supervisor can view the employee's self-rating for each Goal and will be able to see any comments made by the employee. The Supervisor should select the appropriate rating for the Goal and enter comments that justify the rating.

Supervisor's View of Goal Rating



Develop a process to monitor/account for employees with CPTP Supervisory Group requirements (automate current process) ▼

Progress : 100%

Start Date : 1/1/2020
Due Date : 12/31/2020
more..

Select ▼ ⓘ

Comments :

(Self) Rated : Met Review : Transition Task - Rating Performance from 1/1/21 - 6/30/22 Time : 5/4/2022 1:44 PM
Created a spreadsheet with all current qualified employees and their supervisors documenting their current status, requirements and due dates. Notified all of outstanding requirements and monitored progress.
Copy created a report of Classified employee changes that is delivered to me each month. This way I can see
More

B I U S x₂ x₃ I_x [List of icons] Font - Size - [Font icons]

! You have successfully created a process to identify this group.

Employee's self rating and comments



If there are no Goals to rate, OR, when you have completed the Goal Rating section, move to the Core Competency Rating section by clicking

Save and Continue

Select the appropriate rating for each competency. Click the drop down arrow on the upper right corner of each competency then "details" to see a description of the competency.

Core Competency Rating

Do **Not** change Weight Percentages.

Supervisor's View of Core Competency Rating

Adaptability & Innovation

The ability to adjust to changes in the workplace and apply original thinking in approaching job responsibilities.

Weight: 10 %

Advanced

Comments :

Self) Rated: Advanced - Review : Transition Task - Rating Performance from 1/1/21 - 6/30/22 Time : 5/4/2022 2:30 PM
Discussed common issues with colleagues and coworkers then developed and implimented tool to assist users in finding information required for a wide range of University processes

Your work on this project indicates that you have a broad understanding of the issues employee encounter. Your independent development and application of a solution is deserving of an Advanced rating.



Core Competencies apply to all employees. Not Evaluated should **ONLY be selected for those hired on or after 4/1/22, all other employees' performance for each competency must be rated.

Analysis, Problem Solving, & Decision Making

The ability to acknowledge issues and develop potential solutions consistent with departmental objectives.

Weight: 10 %

Select

- ✓ Select
- Not Evaluated
- Does Not Demonstrate
- Developing
- Proficient
- Advanced
- Expert

Proficient Review : Transition Task - Rating Performance from 1/1/21 - 6/30/22



Click "Save and Continue" at the bottom of the **Departmental Competencies** section as this only applies to those in Athletics or HR.

Overall Rating for Employee Performance is calculated as follows:

Goal Rating	25%
Core Competency Rating	50%
Departmental Competency Rating	25%

Click

Submit

For the task to move to your Supervisor's queue; the second level supervisor of the Employee



Please Note: The task will return to the Supervisor for the Discussion and Sign-Off step once the 2nd level Supervisor reviews and submits.