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
2019 Annual Evaluation Form - Executive Level

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
  - Due: 1/24/2020
- Evaluating Supervisor Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment

Click Here

Get Started

Disregard
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.
### Executive Goals

Click on “?” to see Rating Scale Details

#### Rating Scale

<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 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

Click to Move to Next Page
Employees hired on or after October 1, 2019 have not worked for the University long enough to be appropriately rated. The rating “Not Evaluated” can be used for Goals and Competencies of these employees.
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
Which Statement Best Describes this employee’s Performance for this Competency?

<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 and organizational performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Eagerly and proactively seeks to accept, adopt and integrate new ideas into his/her work</td>
<td>Advanced</td>
</tr>
<tr>
<td>Somewhat flexible when encountering change, but more flexibility is needed</td>
<td>Developing</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 change in approach</td>
<td>Does Not Demonstrate</td>
</tr>
<tr>
<td>Can only handle one task at a time</td>
<td>Does Not Demonstrate</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

2019 Evaluation for Unclassified Staff

998191|Lab Specialty Analysis Tech
1/1/2019 - 12/31/2019

Goal Planning

Enter goals for the 2020 calendar year.

Click to Add Goals

Documentation can be attached
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?
Goal Planning

When you have added all Goals for 2020, Click “Save and Continue”
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…

Click here to Start

Add Objective
Add/Edit Objective

Enter what you would like this employee to get or achieve

Select the best fit
Choose the best fit

Align Action Steps with a Competency
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!
Step 2 Complete

- Step 1: Supervisor Review
- Step 2: 2nd Level Supervisor Review
- Step 3: Supervisor Discussion and Sign off
- Step 4: Supervisor Acknowledgement
- Step 5: Supervisor Acknowledgement
To See Reviews after they have been Submitted

Click on Navigation Icon (≡) ➔ Performance ➔ Performance Reviews

Click on “Show Completed & Expired Tasks”