

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*

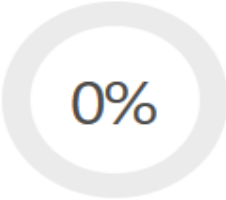


Select the Evaluation you
wish to Review



click me

999892|Vice President,
1/1/2019 - 12/31/2019



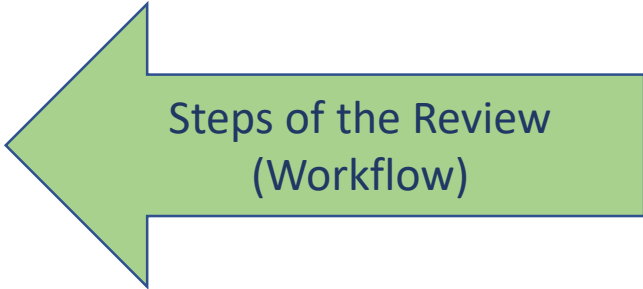
- Overview
- Executive Goals
- Executive Competencies
- Goal Planning
- Development Planning
- Summary
- Signatures

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

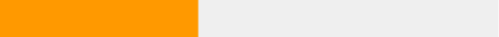


Get Started

Executive Goals

To Mark Progress on Goal:

Develop and launch Performance reviews for all full time employees of the university

Progress:  40%

Start Date: 1/1/2019

Due Date: 12/31/2019

more...

- Goals Page Comments
- Goals Page Attachments
- Manage Goals



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

Tasks & Targets

	Description: Identify groups of employees and coordinate with the administration to determine review requirements for each group	Start Date: 1/1/2019	Due Date: 12/31/2019	Weight: 20%	Progress: <input type="text" value="100"/>
	Description: Develop review and training for Civil Service employees based on PES	Start Date: 1/1/2019	Due Date: 12/31/2019	Weight: 20%	Progress: <input type="text" value="100"/>

Show All (5)

Be sure to enter progress for all tasks

Done

Manage Goals

Manage Goals

60% **develop triage process**
Due Date: 12/31/2019 Perspective: Departmental Goals Weight: 100%



Progress:

60

Description:

Start Date: 1/1/2019

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

Comments

Add Comment

Click here to
continue

Comments can be
added by clicking
here

Done

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

more...

Executive Goals



Click on “?” to see Rating Scale Details

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



Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget

Executive Goals

The screenshot shows a web interface for setting executive goals. On the left, a 'Select' dropdown menu is open, showing options: Select (checked), Not Evaluated, Not Met, Needs Improvement, Partially Met, Met, and Exceeded. A green arrow points from the text 'Documentation can be added as an attachment' to an 'Attachments' option in the 'Options' dropdown menu. Another green arrow points from the text 'Click to Move to Next Page' to a 'Save and Continue' button. A green callout box on the right notes 'Options menu on upper right of page'.

Select

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

Documentation can be added as an attachment

Options

- Attachments
- Complete Offline
- Upload Review
- Print Review

Options menu on upper right of page

Click to Move to Next Page

Save and Continue


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

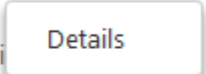




New to the University


Executive Competencies

Basic abilities required to successfully perform role

Adaptability & Innovation 

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

  *

Comments: 

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

Benchmarks can be "pulled-in" to populate in the Competency Comment area. See how on next slide

Click on this icon to see Performance Benchmarks for this Competency

Which Statement Best Describes this employee's Performance for this Competency?

Click on "+" for statements to populate in Competency Comment area

+	Always pursues continuous learning to adapt to job changes	Advanced
+	Seeks and integrates constructive criticism	Advanced
+	Always pursues and applies learning/training to improve performance	Advanced
+	Finds new ways to perform various tasks, resulting in increased personal and organizational performance	Advanced
+	Eagerly and proactively seeks to accept, adopt and integrate new ideas into his/her work	Advanced
+	Somewhat flexible when encountering change, but more flexibility is needed	Developing
+	Can only handle a couple of tasks simultaneously	Developing
+	Performance suffers when under a moderate level of stress and pressure	Developing
+	Sometimes pursues continuous learning to adapt to job changes	Developing
+	Accepts but does not integrate constructive criticism	Developing
+	Occasionally pursues and applies learning/training to improve performance	Developing
+	Occasionally looks for ways to perform a task better or more efficiently	Developing
+	Reluctant to accept new ideas or new ways of doing things	Developing
+	Maintains the same approach, even when the circumstances call for a change in approach	Does Not Demonstrate
+	Can only handle one task at a time	Does Not Demonstrate



Scroll for more options

Executive Competencies

Select



Click on the “?” for Rating Scale Details

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

Rate the Employee on Each Competency then Click

Save and Continue

To Move to Next Page

Goal Planning

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

Create clear and consistent expectations for successful employment.

New – Please Review

With the implementation of the University's performance management system for unclassified employees, the University are provided clear and consistent expectations that support their overall success. Employees have on-demand access to information regarding the behavioral and performance competencies applicable to their positions. Supervisors are able to recommend competency and performance models specific to their operational and technical areas... **More**

- Edit
- Delete
- View History

Click Here
to Edit or
Delete

Goal Planning

2019 Evaluation for Unclassified Staff



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

Options ▾

- Attachments
- Complete Offline
- Upload Review
- Print Review

Documentation can be attached

Goal Planning

Add Goals

Click to Add Goals

Enter goals for the 2020 calendar year.

Back

Save and Exit

Save and Continue



Title *

Create and Launch Performance Planning for Unclassified Employees

What should my position accomplish this year?

Description

B I U S Ix [List Icons] [ABC]

Consider requirements for both those who supervise and those who don't to build a task in CSOD that would allow for Planning for the 2019 year.

Examine requirements to roll-out task

Example

Start Date

1/1/2019 [Calendar Icon]

Due Date *

12/31/2019 [Calendar Icon]

Weight *

60

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

Perspective *

Assigned Goals

Where does this goal come from?

Tasks and Targets

Add Tasks or Targets

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

Weight *

50

%

Include Target

Type

Currency

Start Value

Start Value

Target

Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

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

Weight *

50

%

Include Target

Type

Currency

Start Value

Start Value

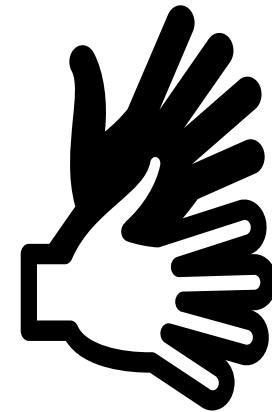
Target

Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

Goal Planning

When you have added
all Goals for 2020,
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...

[Click here to Start](#)

Add Objective

Development Planning

Back

Save and Exit

Save and Continue

Submit



Add/Edit Objective

Add/Edit Objective

Objective Title *

Obtain SHRM certification

Objective Category

Select Objective Category

- ✓ Select Objective Category
- Behavior Development Objective
- Educational Development Objective
- Knowledge Development Objective
- Performance Development Objective
- Personal Development Objective
- Skill development objective
- Technical Development Objective

Cancel

Save

Back

Save and Exit

Enter what you would like this employee to get or achieve

Select the best fit

Development Planning

Obtain SHRM certification - (Knowledge Development Objective)

Add Training or Action Steps from the drop down.

Back Save and Exit Save a

- Edit Objective
- Delete Objective
- Add Training
- Add Action Step

1 2

Add/Edit Action Step

Action Step Title *

Participate in certification prep course through ASHRM

Activity Category

External Training

Select Activity Category

- Adaptability and Innovation
 - Analysis, Problem Solving, and Decision Making
 - Builds Relationships and Fosters Collaboration
 - Builds Talent
 - Business, Planning, Organizing and Scheduling, Strategy and Execution
 - Communicates Openly and Listens
 - Demonstrates Emotional Acuity
 - Ensures Alignment
 - Ensures Execution
 - Establishes Trust
 - External Training
- 3 4

Save

Exit

Align Action Steps with a Competency

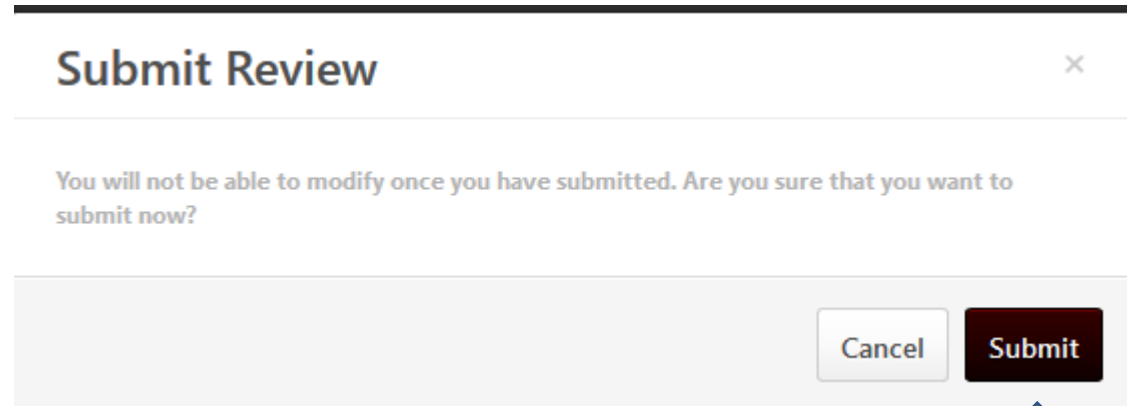
Choose the best fit

Submit the Review

The review will move to the 2nd level supervisor's queue



Click Here



And Here Too!



Step 2 Complete



To See Reviews after they have been Submitted

Click on Navigation Icon () → Performance → Performance Reviews


Performance Review Summary

 Launch Review

My Assigned Reviews

My Personal Reviews

Title:

 Search

Show completed and expired tasks

Title ↕

Click on "Show Completed & Expired Tasks"