These instructions will assist you in completing the Fiscal Year 22/23 Rating Task

**Final Step (3) - Acknowledgement**

Access the 22/23 Performance Planning or Rating Task in Cornerstone in the block marked **Pending Performance Tasks**

The task will open to the Overview page. On the left you will see the pages of the Review. The Planning portion is indicated with check marks.
Click on Rating - Goals

See the rating and comments you entered as well as the rating and comments that your supervisor entered.

Click the screen

On the lower right side of
Rating – Core Competencies

Integrity and Professional Conduct:
- Maintains professional composure and attitude.
- Ability to be a consistent, honest, and trustworthy steward of State resources.
- Adheres to University and departmental policies including but not limited to code of ethics, attendance, punctuality and dress code.
- Completes required training in time frame directed by supervisor or administration (this bullet will be rated separately in the rating task).

Brian Frederick (Manager)  Rated: Meets Expectations  Review: 2022/2023 Unclassified Staff Planning and Rating
Time: 5/24/2023 11:24 AM
supervisor comments regarding this competency

Mariam Abdo Pitre (Self)  Rated: Above Expectations  Review: 2022/2023 Unclassified Staff Planning and Rating
Time: 5/12/2023 11:28 AM
Employee comments regarding performance in this competency

Review each competency for your rating and comment as well as your supervisor’s rating and comment

Click On the lower right side of each page until you reach the Acknowledgement page.
Click “Submit” on lower right of screen.

If you would like your second level supervisor to review your evaluation, send request to talentmanagement@louisiana.edu
If you request the review of the second level supervisor, the task will be routed to your supervisor’s supervisor. Otherwise, the 22/23 Rating task is complete.