

2nd Level Supervisor Acknowledgement

Step 3

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

Pages of the Review

2020 Review/2021 Planning - Senior Administrators Options ▾

999545|Director, Institutional Assess
1/1/2020 - 12/31/2020 Disregard 0%

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: 12/31/2020
- Evaluating Supervisor Review
- Second Level Evaluator Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment

[Get Started](#)

Steps, or Workflow of the Review

Executive Goals...

Review entries for the following Pages:

- Executive Goals
- Executive Competencies
- Goal Planning

Click “Save and Continue” after each Page

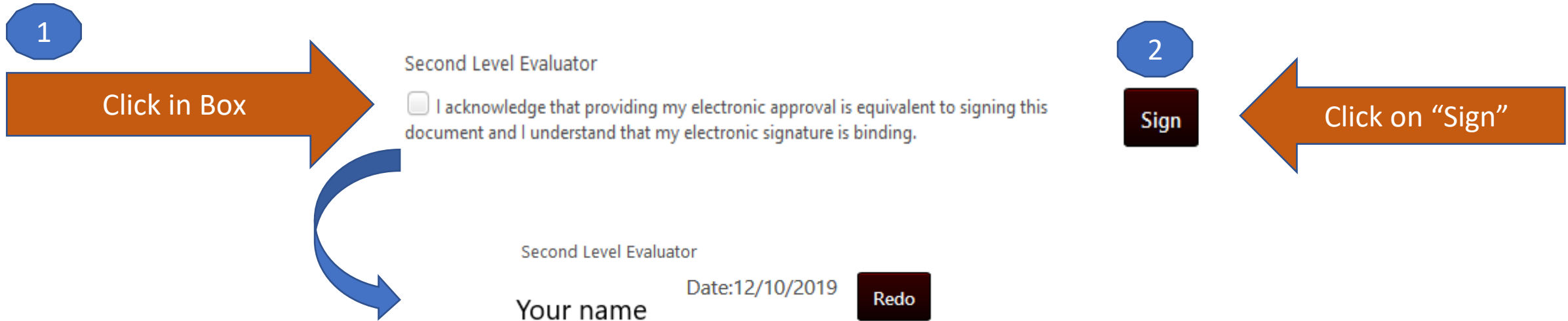
Summary

Review the
Overall
Rating

Click

Next

Signatures



Scroll down to the bottom of the page and Click "Submit"

Submit the Review

Submit Review ×

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


This screen will pop up. Click “Submit” for the review to move to Step 4 – Supervisor Discussion and Sign-Off

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”




- Home >
- Learning >
- Performance >
- Goals
- Performance Reviews
- Competency Assessment Su...
- My Checklists
- My Peers
- Development Plans
- Manage Employee Relationsh...
- To Do's
- Manage Shared and Dynamic...
- Observation Checklists
- Reports >

 Launch Review

My Assigned Reviews


My Personal Reviews

Title:

 Search

Show completed and expired tasks

Title

 Complete Faculty Member Review

Then Click in Box

Step 3 Complete

