

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*

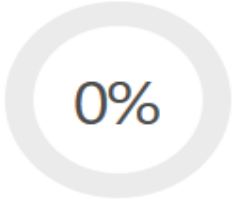


Select the Evaluation you
wish to Review



click me

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



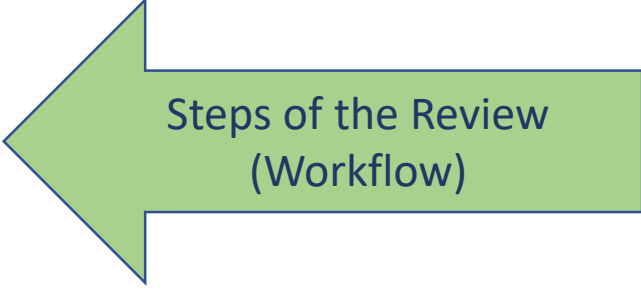
- Overview
- Executive Goals
- Executive Competencies
- Goal Planning
- Development Planning
- Summary
- Signatures

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...

Review entries for the following Pages:

- Executive Goals
- Executive Competencies
- Goal Planning

Click “Save and Continue” after each Page

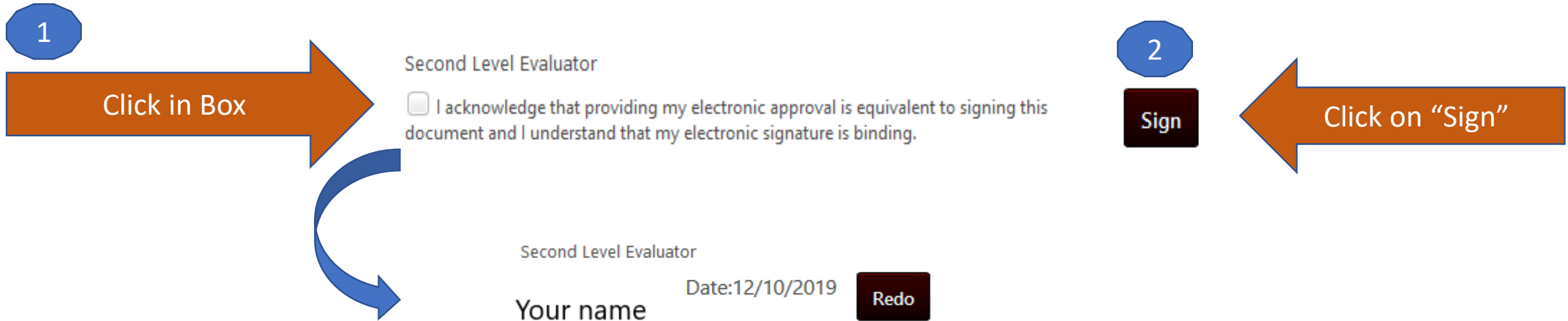
Summary

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

Step 3 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"