Supervisor Discussion & Sign-Off

Step 4
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
Meeting

Meet with the Employee to Discuss 2020 Rating and 2021 Planning
Executive Goals

Discuss Rating and Comments for each Goal. Changes/Edits CAN be made at this Time

Click

Save and Continue
Executive Competencies

Discuss the Rating and Comments for Each Competency
Changes/Edits CAN be made at this time
Goal Planning

Discuss Goals and any Tasks or Targets with Employee. Make sure that the Employee understands What is expected and When. Changes/Edits CAN be made at this time.

Click Save and Continue
Development Planning

Discuss Professional Development Plans with Employees; Suggest options to enable employee to reach Professional Goals. Changes/Edits CAN be made at this time.
Cornerstone will Generate Overall Rating for 2020
Signatures

Evaluating Supervisor

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Click in Box

Sign

Click Here

Scroll Down and Click “Submit”
Click “Submit” again in the Pop-Up Box

The Review will move to the Employee’s queue in Cornerstone for His/Her Acknowledgement
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”

Then Click in Box
Step 4 Complete

1. Employee self-review
2. 2nd level supervisor review
3. Supervisor Discussion and Sign off
4. 2nd level supervisor review
5. Employee Acknowledgement

- Supervisor Review
- Step 2
- Supervisor Discussion and Sign off
- Step 4
- 2nd level supervisor review
- Step 3
- Employee Acknowledgement
- Step 5