Faculty Evaluation
Discussion and Acknowledgement

Step 4

Dean will complete this step after step 2 when faculty members is Department Head
Arrange a Meeting with Faculty Member to discuss Evaluation
Login to Cornerstone

In ULINK click on “Employee” tab then click on “Cornerstone” in the Human Resources block.
Access the Evaluation

Pending Performance Tasks will be in the Lower Left Block of Your Cornerstone Welcome Page

Click on Evaluation to Review
Click to begin

Click to Move to next page

Review and Discuss comments on each page
Acknowledgement

Click Here

Then Click Here

Scroll Down to Submit
The “Submit” button will appear when all of the Pages for this Step have been Viewed.

Click Here

Then Click Here
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

The Review Moves to the Faculty Member Queue