

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



click me

Meeting

Meet with the Employee to Discuss 2019 Rating and
2020 Planning

Executive Goals

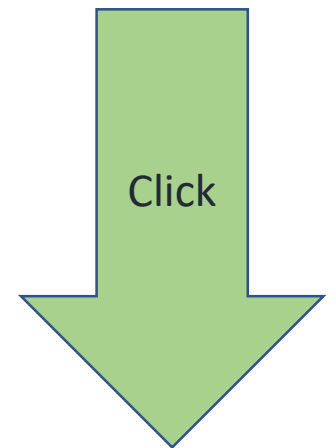
Discuss Rating and Comments for
each Goal.
Changes/Edits *CAN* be made at this
Time

Click

Save and Continue

Executive Competencies

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



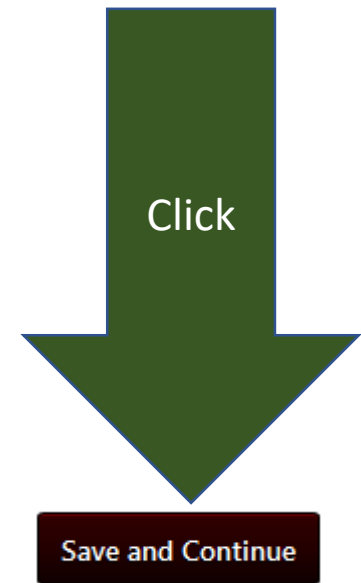
Save and Continue

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



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.



Summary

Summary

Overall Rating
Advanced Performer

Cornerstone will
Generate Overall
Rating for 2019

Click "Next" to move to next Page

Signatures

Click in Box

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

Sign

Click Here

Second Level Evaluator

2nd level evaluator
name

Date:12/10/2019

By your electronic signature you acknowledge that you have discussed the competencies with this employee and he/she understands the expectations for the review period.

Your Name

Date:12/10/2019

Redo

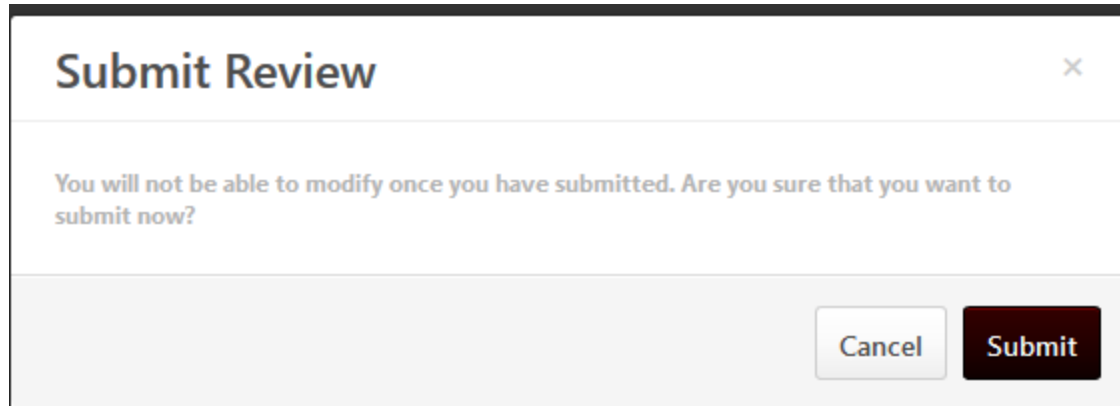
Second Level Evaluator

2nd level Name

Date:12/10/2019

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

Step 4 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"