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
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
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.
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 2019
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.

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

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 See Reviews after they have been Submitted

Click on Navigation Icon (≡) ➔ Performance ➔ Performance Reviews

Click on “Show Completed & Expired Tasks”