

Employee Acknowledgment

Step 5

Click on Your Evaluation

Pathway:

Login to ULINK > Click on “Employee” tab
> Click on “Cornerstone “ in Human
Resources block



Access your review
and
“Get Started”

Goal Rating...

Review entries for the following Pages:

- Executive Goals
- Executive Competencies
- Goal Planning
- Development Planning

Click “Save and Continue” after each Page

Summary

Review the
Overall
Rating

Click

Next

Signatures

Click Box

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

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

Sign

Then Click Here

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.

Supervisor's Name Date:12/10/2019

Second Level Evaluator

2nd level Date:12/10/2019

Supervisor's Name

You will see this:

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

Your Name

Date:12/10/2019

Redo

Scroll Down 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” again to Complete the Review

Step 5 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"