

Self-Evaluation and Planning

Step 1

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”

Pages of the Review/Planning

Pages for 2020 Review

Pages for 2021 Planning



- Overview
- Goal Rating
- Core Competency Rati...
- Departmental Compet...
- Goal Planning
- Core Competency Pla...
- Departmental Compet...
- Development Planning
- Summary
- Position Description
- Signatures for Unclasi...

998801|Clinical Supervisor
1/1/2020 - 12/31/2020

- Options
- Attachments
- Employee Details
- Complete Offline
- Upload Review
- Print Review

Overview

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Review Step Progression

- Self Evaluation Due: 12/10/2020
- Evaluating Supervisor Review
- Second Level Evaluator Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment

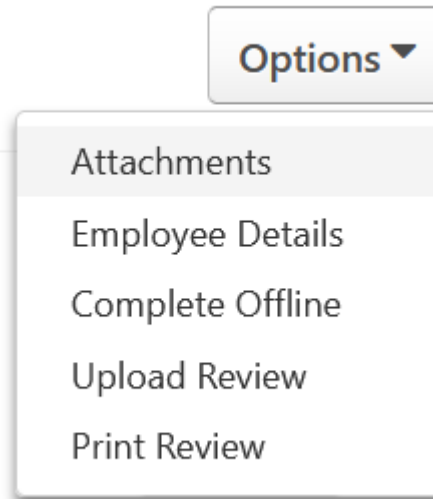
Steps, or Workflow of the Review/Planning

Click to Start

Get Started

Options Menu

Documentation can be added
as attachments

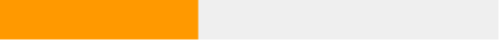


Options menu on upper
right of page

Goal Rating

To Mark Progress on Goal:

Develop and launch Performance reviews for all full time employees of the university

Progress:  40%

Start Date: 1/1/2019

Due Date: 12/31/2019

more...

- Goals Page Comments
- Goals Page Attachments
- Manage Goals



Click on the drop-down arrow in the Goal area then click “Manage Goals”

Manage Goals

Enter % Complete for Goal or Tasks and Targets if you have them

100% =
Complete

Tasks & Targets

	Description:	Start Date:	Due Date:	Weight:	Progress:
	Identify groups of employees and coordinate with the administration to determine review requirements for each group	1/1/2019	12/31/2019	20%	<input type="text" value="100"/>
	Develop review and training for Civil Service employees based on PES	1/1/2019	12/31/2019	20%	<input type="text" value="100"/>

Show All (5)

Be sure to enter progress for all tasks

Done

Manage Goals

Manage Goals

60% **develop triage process**
Due Date: 12/31/2019 Perspective: Departmental Goals Weight: 100%

Progress:

60

Description:

Start Date: 1/1/2019

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

Comments

Add Comment

Click "done"
to continue

Comments can be
added by clicking
here

Done

Goal Rating

Progress indicator for
entire goal will
change based on
progress of Goal or
Tasks



Develop and launch Performance reviews for all full time employees of the university

Progress:  100%

Start Date: 1/1/2019

Due Date: 12/31/2019

more...

Goal Rating



Click on “?” to see Rating Scale Details

- Select
- ✓ Select
 - Not Evaluated
 - Not Met
 - Needs Improvement
 - Partially Met
 - Met
 - Exceeded

Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget

Goal Rating

Select Rating and Enter Comments
Comments/Documentation Required for
Rating of *“Not Met”* or *“Exceeded”*

Select

- ✓ Select
- Not Evaluated
- Not Met
- Needs Improvement
- Partially Met
- Met
- Exceeded

Click to Move to Next Page

Save and Continue


Employees hired on or after October 1, 2020 have not worked for the University long enough to be appropriately rated. These employees can provide the rating “Not Evaluated” for Goals and Competencies

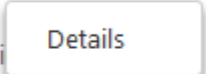




New to the University


Core Competency Rating

Basic abilities required to successfully perform role

Adaptability & Innovation 

The ability to adjust to changes in the workplace and apply original thinking in approaching job responsibility 

  *

Comments: 

Click on the drop-down arrow, then, "Details" to see Work Examples for this Competency

Click on this icon to see Performance Benchmarks for this Competency

Benchmarks can be "pulled-in" to populate in the Competency Comment area. See how on next slide

Which Statement Best Describes Your Performance for this Competency?

+	Always pursues continuous learning to adapt to job changes	Advanced
+	Seeks and integrates constructive criticism	Advanced
+	Always pursues and applies learning/training to improve performance	Advanced
+	Finds new ways to perform various tasks, resulting in increased personal and organizational performance	Advanced
+	Eagerly and proactively seeks to accept, adopt and integrate new ideas into his/her work	Advanced
+	Somewhat flexible when encountering change, but more flexibility is needed	Developing
+	Can only handle a couple of tasks simultaneously	Developing
+	Performance suffers when under a moderate level of stress and pressure	Developing
+	Sometimes pursues continuous learning to adapt to job changes	Developing
+	Accepts but does not integrate constructive criticism	Developing
+	Occasionally pursues and applies learning/training to improve performance	Developing
+	Occasionally looks for ways to perform a task better or more efficiently	Developing
+	Reluctant to accept new ideas or new ways of doing things	Developing
+	Maintains the same approach, even when the circumstances call for a change in approach	Does Not Demonstrate
+	Can only handle one task at a time	Does Not Demonstrate



Scroll for more options

Click on “+” for statements to populate in Competency Comment area

Core Competency Rating

Select



Click on the “?” for Rating Scale Details

- ✓ Select
- Not Evaluated
- Does Not Demonstrate
- Developing
- Proficient
- Advanced
- Expert

Provide justification, or notes, regarding your rating in the Comment box. Documentation Must be provided for ratings of “*Does Not Demonstrate*” or “*Expert*”

Core Competency Rating

Rate Yourself on Each Competency then Click

Save and Continue

To Move to Next Page

Departmental Competency Rating

- This section is currently populated for Human Resources and Athletics Personnel Only

Those who do not work in HR or Athletics should click

Save and Continue



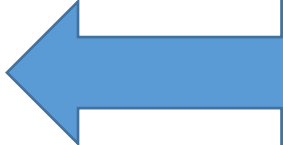
Departmental Competency Rating

For Employees in HR or Athletics:

Departmental Competencies

Select Competencies

Rate your Performance on the
Selected Departmental Competencies
The Comment box can be used to
explain your Rating



Click and select the
Competencies that are
appropriate for your
Position



Click "Save and Continue"

You've completed the 2020 Rating portion of the Review



The next Pages allow you to Plan for 2021

Goal Planning

2020

~~2019~~ Evaluation for Unclassified Staff



998191|Lab Specialty Analysis Tech
1/1/2019 - 12/31/2019

Options ▾

- Attachments
- Complete Offline
- Upload Review
- Print Review

Documentation can be attached

Goal Planning

Add Goals

Click to Add Goals

2021

Enter goals for the ~~2020~~ calendar year.

Back

Save and Exit

Save and Continue

Title *

Create and Launch Performance Planning for Unclassified Employees

What should my position accomplish this year?

Description

B I U S I_x

Consider requirements for both those who supervise and those who don't to build a task in CSOD that would allow for Planning for the 2019 year.

Examine requirements to roll-out task

Example

Start Date

1/1/2019

Due Date *

12/31/2019

Weight *

60

Does the accomplishment of this goal mean more (or less) than others to the Department?

Perspective *

Assigned Goals

Where does this goal come from?

Tasks and Targets

Add Tasks or Targets

What must I do to accomplish this goal?



Add Tasks or Targets

Add Tasks or Targets

Description

Build review in Cornerstone; one for Supervisors, one for non-supervisors

Start Date *

1/1/2019

Due Date *

12/31/2019

Weight *

50

%

Include Target

Type

Currency

Start Value

Start Value

Target

Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

Add Tasks or Targets

Description

Develop, schedule, and conduct training for navigation. Provide instructions for ongoing support.

Start Date *

1/1/2019

Due Date *

12/31/2019

Weight *

50

%

Include Target

Type

Currency

Start Value

Start Value

Target

Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

Goal Planning

When you have added
all Goals for 2021,
Click “Save and
Continue”

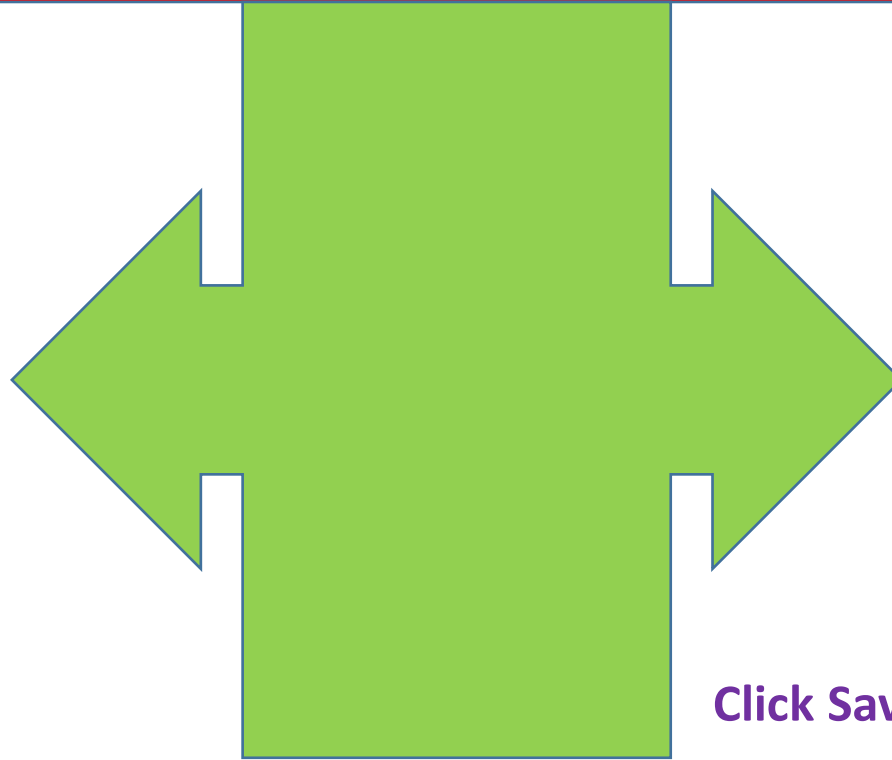


Core Competency Planning

This area will be primarily used by Supervisors to enter expectations for Competencies. Employees can use the comment area to enter changes they wish to make this year that will affect the Competency rating next year.

Departmental Competency Planning

Currently only
for employees
in HR and
Athletics



Those in HR or Athletics
can select the
Competencies they feel
are relevant to their
position and enter
comments in the
comment box

Click Save and Continue to Move to Next Page

Development Plans

Objectives that can contribute to your career goals as well as work and behavior performance



What do I need to do to be who I Want to be?

- Obtain a certification
 - Develop specific skills
 - Pursue education
 - Correct a persistent issue
 - Participate on committee
 - Enroll in training
- The list goes on and on...

[Click here to Start](#)

Development Planning

Add Objective

Back

Save and Exit

Save and Continue

Submit

Add/Edit Objective

Add/Edit Objective

Objective Title *

Obtain SHRM certification

Objective Category

Select Objective Category

- ✓ Select Objective Category
- Behavior Development Objective
- Educational Development Objective
- Knowledge Development Objective
- Performance Development Objective
- Personal Development Objective
- Skill development objective
- Technical Development Objective

Cancel

Save

Back

Save and Exit

Select the best fit

Enter what you would like to get or achieve

Development Planning

Obtain SHRM certification - (Knowledge Development Objective)

Add Training or Action Steps from the drop down.

Back Save and Exit Save a

- Edit Objective
- Delete Objective
- Add Training
- Add Action Step

1 2

Add/Edit Action Step

Action Step Title *

Participate in certification prep course through ASHRM

Activity Category

External Training

Select Activity Category

Adaptability and Innovation

Analysis, Problem Solving, and Decision Making

Builds Relationships and Fosters Collaboration

Builds Talent

Business, Planning, Organizing and Scheduling, Strategy and Execution

Communicates Openly and Listens

Demonstrates Emotional Acuity

Ensures Alignment

Ensures Execution

Establishes Trust

External Training

Save

Exit

Choose the best fit

Align Action Steps with a Competency

Submit the Review

The review will move to your supervisor's queue

[Back](#) [Save and Exit](#) [Save and Continue](#) [Submit](#)

Click Here



Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

[Cancel](#) [Submit](#)

And Here Too!



To View Previously Submitted Tasks



Click on Navigation Icon (Hamburger) on upper right side of screen

Home >

Learning >

Performance >

Goals

Performance Reviews

Competency Assessment Su...

My Checklists

Reports >

Recruit >

Career Center >

Click
"Performance"
then
"Performance
Reviews"

Title:

Q Search

Show completed and expired tasks

Click on the small box to select the completed task you would like to see

Step 1 Complete

