

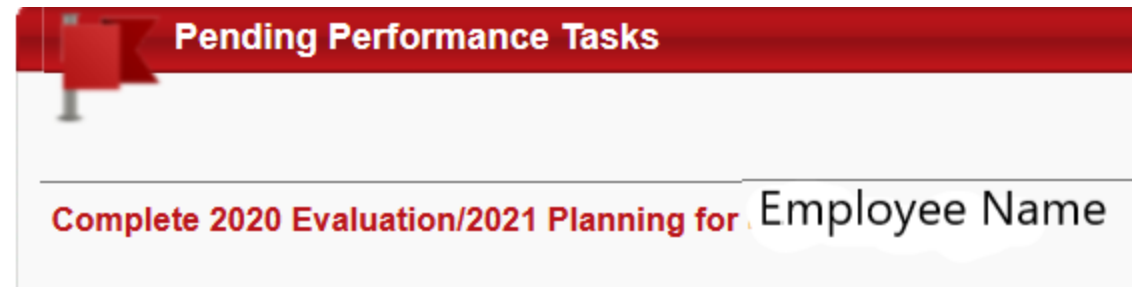
Supervisor Review

Step 2

Select the Evaluation to Review

Pathway:

Login to ULINK > Select
“Employee” tab > Select
“Cornerstone and Training”
on upper right of page



Select the Evaluation
you wish to Review

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

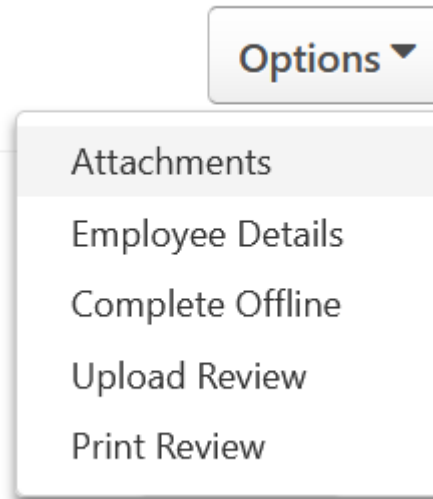
Steps, or Workflow of the Review/Planning

Click to Start

Get Started

Options Menu

Documentation can be added
as attachments



Options menu on upper
right of page

Position Description

Click on "Options" menu on top right of page

Options ▾

Select "Employee Details"
to review most recent
Position Description on file
with HR (if available)

Add Co-Planners
Attachments
Employee Details
Complete Offline
Upload Review
Print Review
Print Reviewee Version

Position Description

If HR has no recent Position Description on file, there will be no Description in “Employee Details”. A complete Position Description should be entered in the Comment field including Job Summary, Required Education and Experience, Required Knowledge Skills and Abilities, and Essential Functions.

Employee Details



Use this information
(if available) as a
resource to
complete the
Position Description
field

Position: 999032|Assistant Director

Assistant Director maintains a positive work environment for students, staff, and community partners. Assist in member development, member training, and site visits. Oversees any member issues and reports any issues to the Program Director. Be professional in speech and appearance, the Assistant Director is visible in our community and brand is important. Be flexible Work with other student organizations, community partners, and university employees Knowledgeable on national service Able to work unconventional hours Minimum of a bachelor degree from an accredited institution. Service and volunteer experience a must. Working with college students a plus. Reliable transportation for site visits Able to pass a FBI and State background check Flexible Willingness to help others Provide support to University of Louisiana at Lafayette AmeriCorps team by providing guidance, assistance, and knowledge to our students Being available to student Do regular site visits every week/keep log

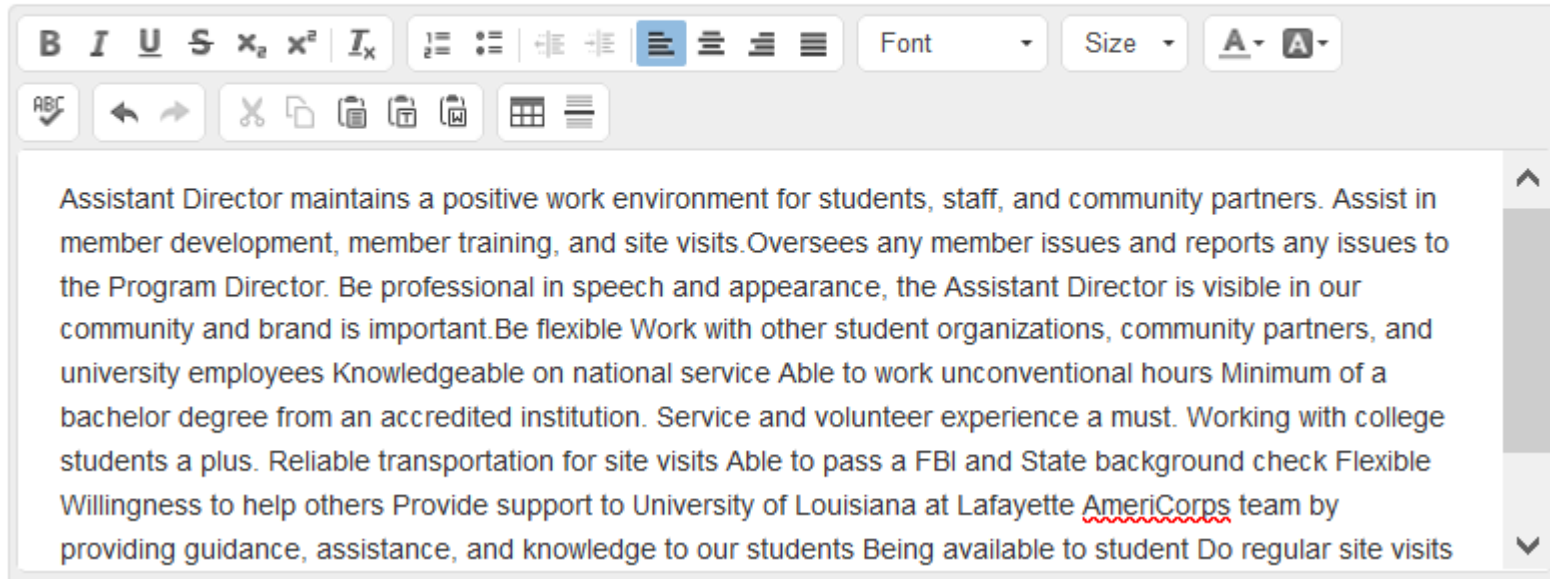
Position: 999032|Assistant Director

Assistant Director maintains a positive work environment for students, staff, and community partners. Assist in member development, member training, and site visits. Oversees any member issues and reports any issues to the Program Director. Be professional in speech and appearance, the Assistant Director is visible in our community and brand is important. Be flexible Work with other student organizations, community partners, and university employees Knowledgeable on national service Able to work unconventional hours Minimum of a bachelor degree from an accredited institution. Service and volunteer experience a must. Working with college students a plus. Reliable transportation for site visits Able to pass a FBI and State background check Flexible Willingness to help others Provide support to University of Louisiana at Lafayette AmeriCorps team by providing guidance, assistance, and knowledge to our students Being available to student Do regular site visits every week/keep log

Copy from Details

Enter current Position Description information including: Job Summary, Required Education and Experience, Required Knowledge Skills and Abilities, and Essential Functions.

Comments: *



The screenshot shows a rich text editor interface. The top toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), and link (Iₓ). It also features list and link icons, a font dropdown, a size dropdown, and text color (A) and background color (A) dropdowns. Below the toolbar is a second row of icons for undo, redo, cut, copy, paste, and insert table. The main text area contains the following text: "Assistant Director maintains a positive work environment for students, staff, and community partners. Assist in member development, member training, and site visits. Oversees any member issues and reports any issues to the Program Director. Be professional in speech and appearance, the Assistant Director is visible in our community and brand is important. Be flexible Work with other student organizations, community partners, and university employees Knowledgeable on national service Able to work unconventional hours Minimum of a bachelor degree from an accredited institution. Service and volunteer experience a must. Working with college students a plus. Reliable transportation for site visits Able to pass a FBI and State background check Flexible Willingness to help others Provide support to University of Louisiana at Lafayette AmeriCorps team by providing guidance, assistance, and knowledge to our students Being available to student Do regular site visits". The word "AmeriCorps" is underlined in red.

Paste to Position Description field and edit as appropriate

Position Description

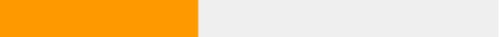
If Position Description is accurate in Employee Details, enter “No Change” in the comment field

Click [Save and Continue](#) To move to next 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 select “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

The screenshot shows a web interface for goal rating. On the left, a dropdown menu is open, showing options: Select (checked), Not Evaluated, Not Met, Needs Improvement, Partially Met, Met, and Exceeded. A green arrow points from this menu to a text box that says "Select Rating and Enter Comments for each Goal. Comments/Documentation Required for Rating of 'Not Met' or 'Exceeded'". Another green arrow points from this text box to a green arrow pointing to the right, labeled "Documentation can also be added as an attachment". This arrow points to an "Options" dropdown menu which is open, showing: Attachments, Complete Offline, Upload Review, and Print Review. A green callout box on the right says "Options menu on upper right of page". A green arrow at the bottom points from the text "Click Here when all Goals are Rated" to a "Save and Continue" button.

Select Rating and Enter Comments for each Goal. Comments/Documentation Required for Rating of "Not Met" or "Exceeded"

Documentation can also be added as an attachment

Options menu on upper right of page

Click Here when all Goals are Rated

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 be rated as “Not Evaluated” for Goals and Competencies




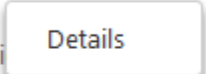
New to the University



If you have only supervised this employee for a short period and do not feel that you can accurately rate their performance, you can rate Goals and Competencies as “Not Evaluated”


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 responsibilities 

  *

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

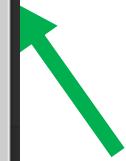
Benchmarks can be "pulled-in" to populate in the Competency Comment area. See how on next slide

OPTIONAL

Which Statement Best Describes This Employee's Performance for this Competency?

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

+	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

If the Employee completed the Self-Evaluation, their Rating and Comments will be Indicated Here

Oral & Written Communication

The ability to use appropriate verbal, nonverbal, written, and electronic methods of communication that are concise, complete, and tailored to the intended audience.

Weight: 11 %

Select ?*

Comments:

(Self) Rated: Proficient Review: V3 2019 Annual Evaluation For Unclassified Staff Time: 12/5/2019 8:58

AM
employee comments

Rating

Employee's comments

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 the Employee on Each Competency then
Click  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



Click and select the Competencies that are appropriate for this employee's Position

Rate the Employee's Performance on the Selected Departmental Competencies
Use the Comment box to explain the Rating



Click "Save and Continue"

You've completed the 2020 Rating portion of the Review



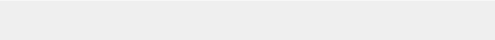
The next Pages allow you to Plan for 2021

Goal Planning

Develop new work process for employee travel expenses using the Chrome Rivers platform, to go-live 11/1/20

New – Please Review

With the new Chrome Rivers platform purchased by the University you are to assume the lead in implementing the new expenses component within the University. You are develop the work process, educate the University users and go-live by November 1, 2020. The tasks provided with this goal are to be used to assist with the implementation.

Progress:  **0%**

Start Date: 1/1/2020
Due Date: 12/31/2020
more...

Comments:


- Edit
- Delete
- View History

You can Edit, Modify, or Delete any Goals that the Employee entered

Goal Planning

Tasks and Targets

Total Weight: 100%

	Description:	Start Date:	Due Date:	Weight:	
	Attend Chrome River Training by 2/1/20. Apply for and complete the training module that pertains to the Travel Expense course. This course will prepare you in the development of the work-flow process. read less	1/1/2020	12/31/2020	20	%

Edit
Delete

Edit or Delete Tasks and/or Targets

Goal Planning

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

Enter goals for the 2021 calendar year.

Back

Save and Exit

Save and Continue



Title *

Create and Launch Performance Planning for Unclassified Employees

What should this position accomplish this year?

Description

B I U S Ix [List icons] [ABC]

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 [Calendar icon]

Due Date *

12/31/2019 [Calendar icon]

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 be completed 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

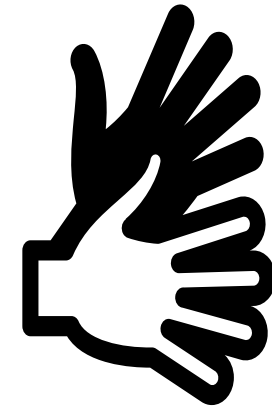
Target

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

Use the Comment Box to Enter Expectations for the
Competency

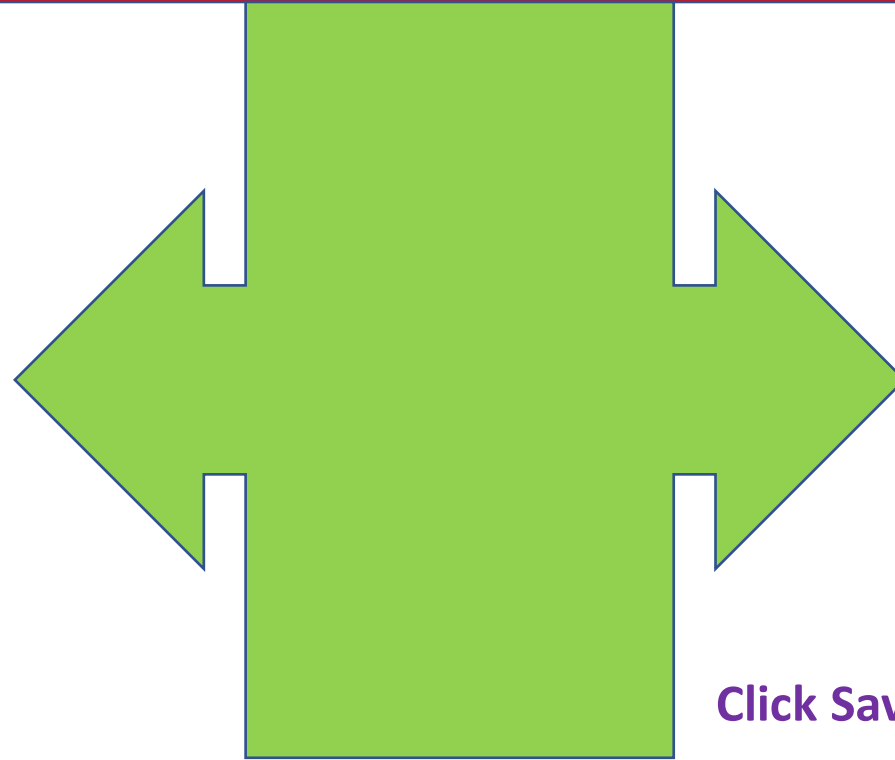
Note any Behaviors that you would like the Employee to
Sustain, Start, Stop or Revise

Click
when
done

Save and Continue

Departmental Competency Planning

Currently only
for employees
in HR and
Athletics



HR or Athletics

Select the Competencies
you feel are relevant to
the employee's position
and enter comments in
the comment box

Click Save and Continue to Move to Next Page

Development Planning

Review Employee's Plan for Professional Development

Assist the Employee with His/Her Professional Development by Adding, Deleting or Editing Objectives

Obtain Chrome River certification - (Technical Development Objective)



Attend Conference

Due: 12/31/2020

Category: Business, Planning, Organizing and Scheduling, Strategy and Execution Progress:

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

[Click here to Start](#)

Add Objective

Development Planning

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

Enter what you would like this employee to get or achieve

Select the best fit

Development Planning

Obtain SHRM certification - (Knowledge Development Objective) 1

Add Training or Action Steps from the drop down.

Back Save and Exit Save a

- Edit Objective
- Delete Objective
- Add Training
- Add Action Step 2

Add/Edit Action Step

Action Step Title *

Participate in certification prep course through ASHRM

3 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 4

Save Exit

Align Action Steps with a Competency

Choose the best fit

Click “Save” to save changes or
new Objectives

Click “Save” to save changes or
new Action Steps

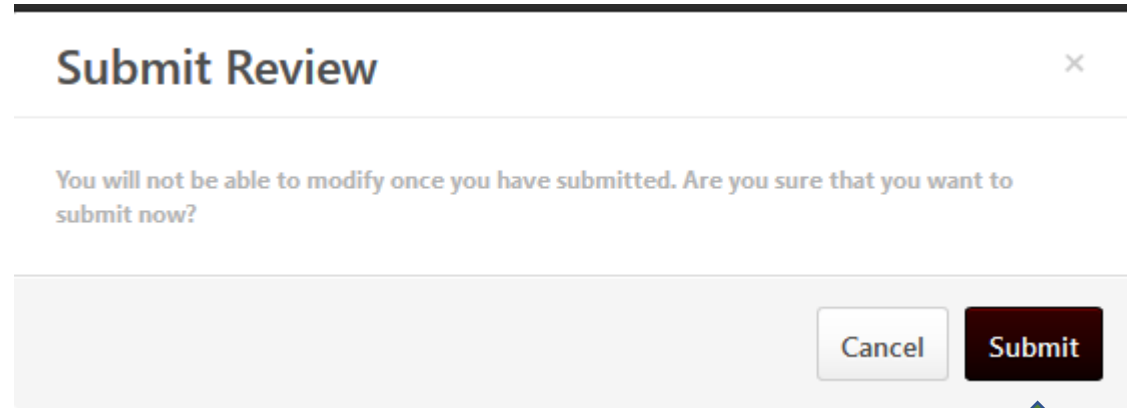
Click “Save and Continue” to
move to next Page

Submit the Review

The review will move to the 2nd level supervisor's queue



Click Here



And Here Too!



NOTE: This review will return to your queue once the 2nd level supervisor reviews so that you can discuss the ratings and expectations with the employee



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:

Search

Show completed and expired tasks

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

Step 2 Complete

