

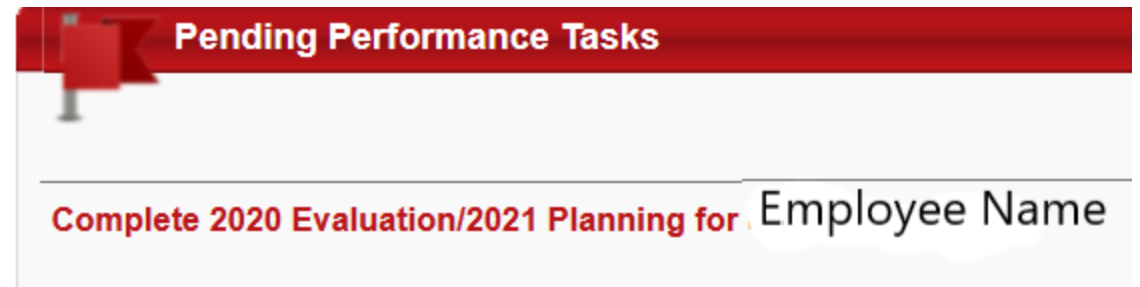
# 2<sup>nd</sup> Level Supervisor Acknowledgement

## Step 3

# 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

# 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

Check the  
Comments area  
to see changes  
made to  
Description

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



No Change

(Manager) Review: Position Description test (d) Time: 1/7/2021 7:55 AM

Click here to move to next page

Save and Continue

# Goal Rating...

Review entries for the following Pages:

- Goal Rating
- Core Competency Rating
- Departmental Competency Rating
- Goal Planning
- Core Competency Planning
- Departmental Competency Planning

Click “Save and Continue” after each Page

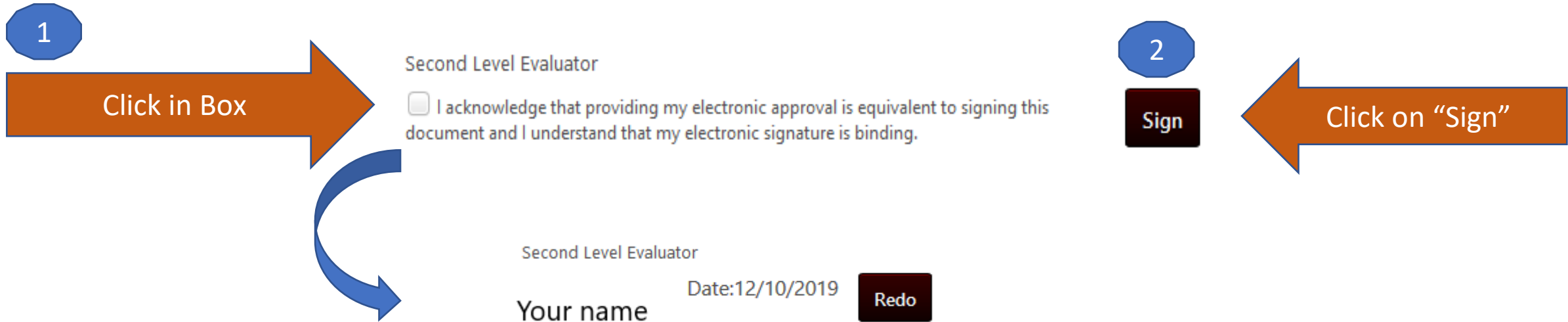
# Summary

Review the  
Overall  
Rating

Click

Next

# Signatures



Scroll down to the bottom of the page 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” for the review to move to Step 4 – Supervisor Discussion and Sign-Off

# 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 3 Complete

