Supervisor Discussion & Sign-Off

Step 4
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
Meeting

Meet with the Employee to Discuss 2020 Rating and Expectations (Planning) for 2021
Discuss Position Description Information with Employee Changes/Edits CAN be made at this time.
Goal Rating

Discuss Rating and Comments for each Goal. Changes/Edits CAN be made at this Time
Discuss the Rating and Comments for Each Competency
Changes/Edits CAN be made at this time
Departmental Competency Rating

If Applicable, Discuss Rating for each Competency. Changes/Edits *CAN* be made at this time

Click

Save and Continue
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.
Core Competency Planning

Discuss Expectations associated with each Competency. Make sure the Employee knows and Understands what is Expected for the Year. Comments CAN be changed/edited at this time.
Departmental Competency Planning

If applicable, Discuss expectations for Selected Competencies. 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.
Summary

Cornerstone will Generate Overall Rating for 2020

Click “Next” to move to next Page
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.

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

Sign

Click Here

Scroll Down and Click “Submit”
Click “Submit” again in the Pop-Up Box

The Review will then go to the Employee’s queue in Cornerstone for His/Her Acknowledgement
To View Previously Submitted Tasks

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

Click “Performance” then “Performance Reviews”

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