

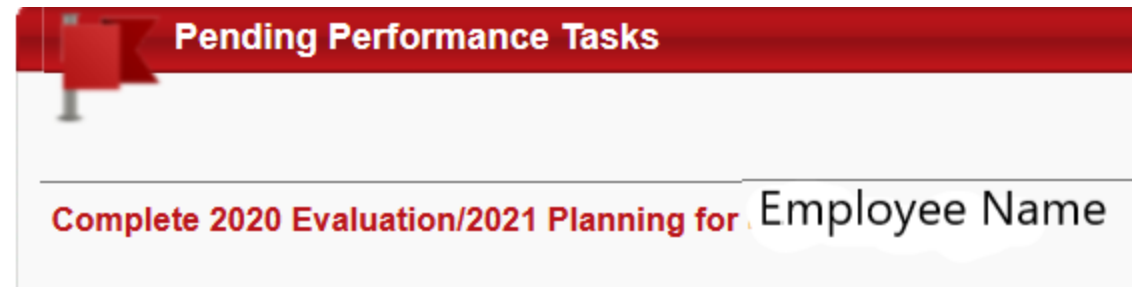
Supervisor Discussion & Sign-Off

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

Position Description

Discuss Position
Description Information
with Employee
Changes/Edits *CAN* be
made at this time

Click

Save and Continue

Goal Rating

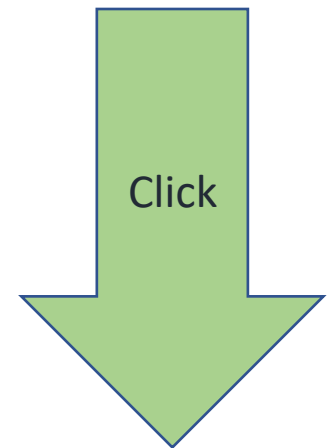
Discuss Rating and Comments for
each Goal.
Changes/Edits *CAN* be made at this
Time

Click

Save and Continue

Core Competency Rating

Discuss the Rating and
Comments for Each
Competency
Changes/Edits *CAN* be made at
this time



Save and Continue

Departmental Competency Rating

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

Click

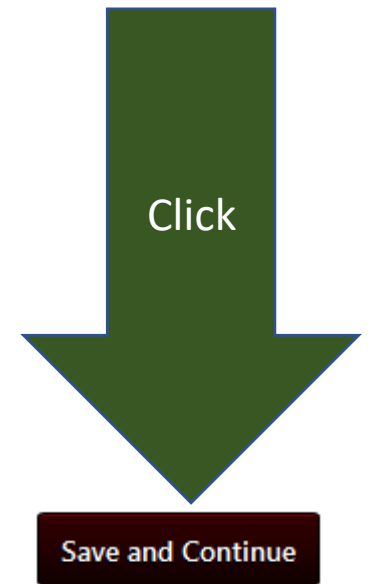
Save and Continue

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.

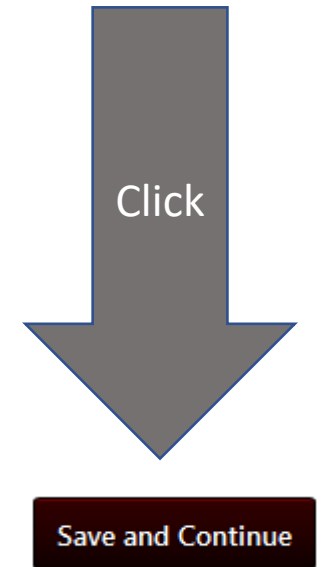
Make sure the Employee knows and Understands what is Expected for the Year.
Comments *CAN* be changed/edited at this time

Click

Save and Continue

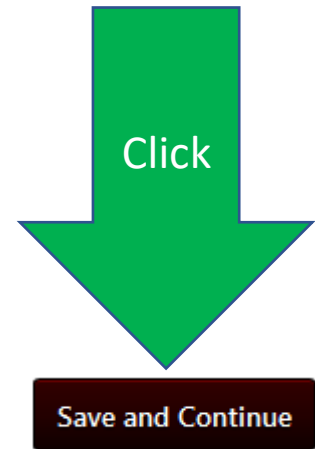
Departmental Competency Planning

If applicable, Discuss expectations for Selected Competencies.
Changes/Edits CAN be made at this time



Development Planning

Discuss Professional Development Plans with Employees; Suggest options to enable employee to reach Professional Goals. Changes/Edits CAN be made at this time.



Summary

Summary

Overall Rating
Advanced Performer

Cornerstone will
Generate Overall
Rating for 2020

Click "Next" to move to next Page

Supervisor Signature



Click Box

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.



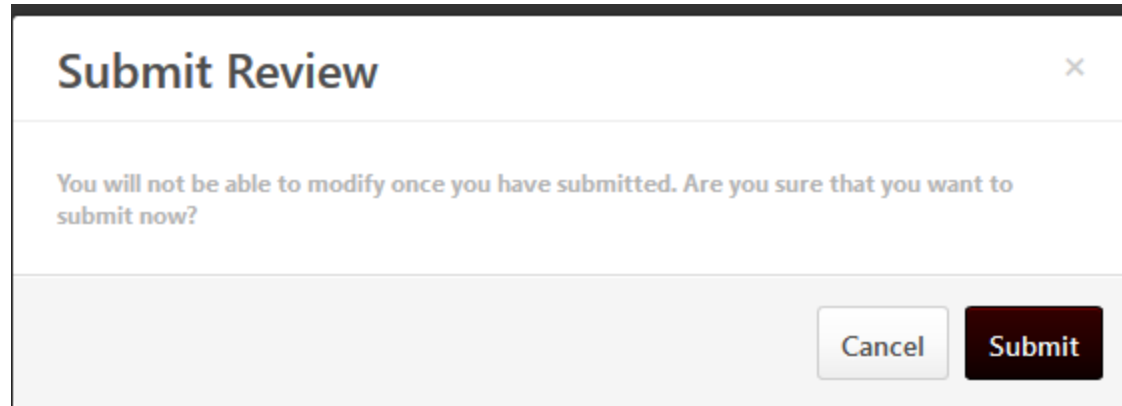
Sign



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

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 4 Complete

