

Employee Acknowledgment

Step 5

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”



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
- Development Planning

Click “Save and Continue” after each Page

Summary

Review the
Overall
Rating

Click

Next

Signatures

Click Box

By your electronic signature you acknowledge that you understand the competencies and 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

Then Click Here

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.

Supervisor's Name Date:12/10/2019

Second Level Evaluator

2nd level Date:12/10/2019
Supervisor's Name

You will see this:

By your electronic signature you acknowledge that you understand the competencies and expectations for the review period.

Your Name

Date:12/10/2019

Redo

Scroll Down 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” again to Complete the Review

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 5 Complete

