Employee Acknowledgment

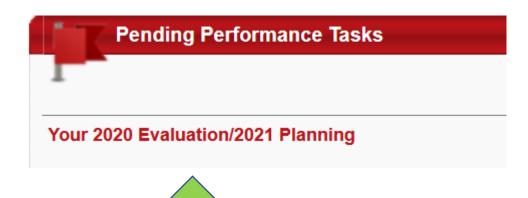
Step 5



Click on Your Evaluation

Pathway:

Login to ULINK > Click on "Employee" tab
> Click on "Cornerstone " in Human
Resources block







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.



. (Manager) Review: Position Description test (d) Time: 1/7/2021 7:55 AM No Change

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





Signatures

Click Box

By your electronic signature you acknowledge that you understant 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.

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.

Sign

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 understant the competencies and expectations for the review period.

Your Name

Date:12/10/2019



Scroll Down and Click "Submit"

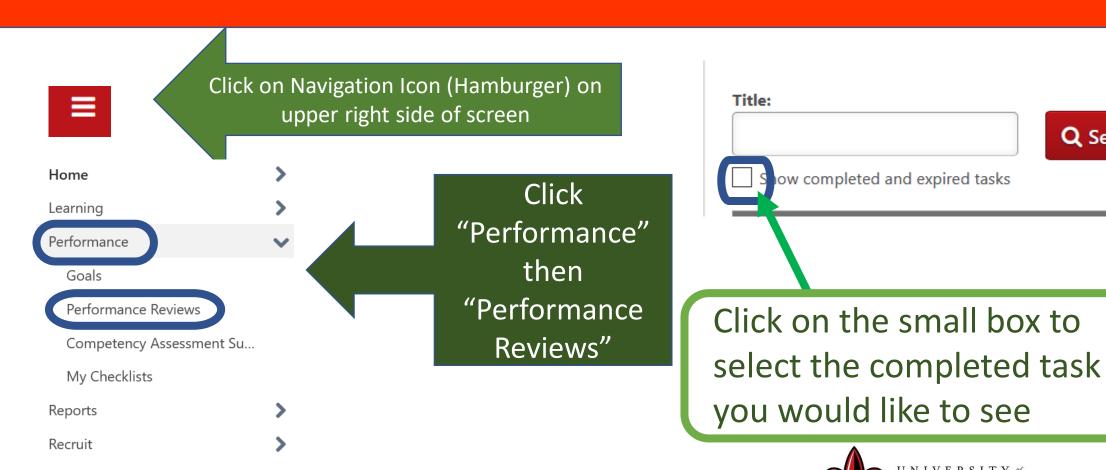


Submit the Review



To View Previously Submitted Tasks

Q Search



Career Center

Step 5 Complete

Employee self-review
Step 1

Employee Acknowledgement Step 5

Supervisor Review
Step 2

Supervisor Discussion and Sign off
Step 4

2nd level supervisor review Step 3