Self-Evaluation and Planning

Step 1
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”
Pages of the Review

Steps of the Review (Workflow)

Click Here
Executive Goals

To Mark Progress on Goal:

1. Click on the drop-down arrow in the Goal area.
2. Click "Manage Goals".
Manage Goals

Enter % Complete for Goal, or, Tasks and Targets if you have them

100% = Complete

Be sure to enter progress for all tasks
Manage Goals

Comments can be added by clicking here

Click here to continue
Executive Goals

Progress indicator for entire goal will change based on progress of Goal or Tasks
Executive Goals

Documentation can be added as an attachment

Options menu on upper right of page

Select
- Not Evaluated
- Not Met
- Needs Improvement
- Partially Met
- Met
- Exceeded

Click to Move to Next Page

Save and Continue
Employees hired on or after October 1, 2019 have not worked for the University long enough to be appropriately rated. These employees can provide the rating “Not Evaluated” for Goals and Competencies.
Executive Competencies
Basic abilities required to successfully perform role

Click on the drop-down arrow, then, “Details” to see Work Examples for this Competency

Click on this icon to see Performance Benchmarks for this Competency

Benchmarks can be “pulled-in” to populate in the Competency Comment area. See how on next slide
<table>
<thead>
<tr>
<th>Statement</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always pursues continuous learning to adapt to job changes</td>
<td>Advanced</td>
</tr>
<tr>
<td>Seeks and integrates constructive criticism</td>
<td>Advanced</td>
</tr>
<tr>
<td>Always pursues and applies learning/ training to improve performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Finds new ways to perform various tasks, resulting in increased personal and organizational performance</td>
<td>Advanced</td>
</tr>
<tr>
<td>Eagerly and proactively seeks to accept, adopt and integrate new ideas into his/her work</td>
<td>Advanced</td>
</tr>
<tr>
<td>Somewhat flexible when encountering change, but more flexibility is needed</td>
<td>Developing</td>
</tr>
<tr>
<td>Can only handle a couple of tasks simultaneously</td>
<td>Developing</td>
</tr>
<tr>
<td>Performance suffers when under a moderate level of stress and pressure</td>
<td>Developing</td>
</tr>
<tr>
<td>Sometimes pursues continuous learning to adapt to job changes</td>
<td>Developing</td>
</tr>
<tr>
<td>Accepts but does not integrate constructive criticism</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally pursues and applies learning/ training to improve performance</td>
<td>Developing</td>
</tr>
<tr>
<td>Occasionally looks for ways to perform a task better or more efficiently</td>
<td>Developing</td>
</tr>
<tr>
<td>Reluctant to accept new ideas or new ways of doing things</td>
<td>Developing</td>
</tr>
<tr>
<td>Maintains the same approach, even when the circumstances call for a change in approach</td>
<td>Does Not Demonstrate</td>
</tr>
<tr>
<td>Can only handle one task at a time</td>
<td>Does Not Demonstrate</td>
</tr>
</tbody>
</table>
Executive Competencies

Click on the “?” for Rating Scale Details

Rate Yourself on Each Competency then Click

To Move to Next Page

louisiana.edu
You’ve completed the 2019 Rating portion of the Review

The next Pages allow you to Plan for 2020
Goal Planning

2019 Evaluation for Unclassified Staff

998191|Lab Specialty Analysis Tech
1/1/2019 - 12/31/2019

Goal Planning

Enter goals for the 2020 calendar year.

Documentation can be attached

Click to Add Goals

Click to Add Goals

Back Save and Exit Save and Continue
What should my position accomplish this year?

Does the accomplishment of this goal mean more (or less) than others to the Department?

Where does this goal come from?

What must I do to accomplish this goal?
Add Tasks or Targets

Example

Add Tasks or Targets

Description
Build review in Cornerstone; one for Supervisors, one for non-supervisors

Start Date: 1/1/2019
Due Date: 12/31/2019
Weight: %

Include Target

Type
Start Value
Target

Example

Add Tasks or Targets

Description
Develop, schedule, and conduct training for navigation. Provide instructions for ongoing support.

Start Date: 1/1/2019
Due Date: 12/31/2019
Weight: %

Include Target

Type
Start Value
Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.
Goal Planning

When you have added all Goals for 2020, Click “Save and Continue”
Development Planning

Objectives that can contribute to your career goals as well as work and behavior performance

What do I need to do to be who I Want to be?

- Obtain a certification
- Develop specific skills
- Pursue education
- Correct a persistent issue
- Participate on committee
- Enroll in training

The list goes on and on…

Click here to Start

Add Objective
Add/Edit Objective

Enter what you would like to get or achieve

Select the best fit
Development Planning

Align Action Steps with a Competency

Choose the best fit
Submit the Review
The review will move to your supervisor’s queue

Click Here

Submit Review
You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

And Here Too!
Step 1 Complete

Step 1: Employee self-review
Step 2: 2nd Level Supervisor Review
Step 3: Supervisor Discussion and Sign off
Step 4: Supervisor Acknowledgement
Step 5: Employee Recognition
To See Reviews after they have been Submitted

Click on Navigation Icon (≡) → Performance Reviews

Click on “Show Completed & Expired Tasks”