

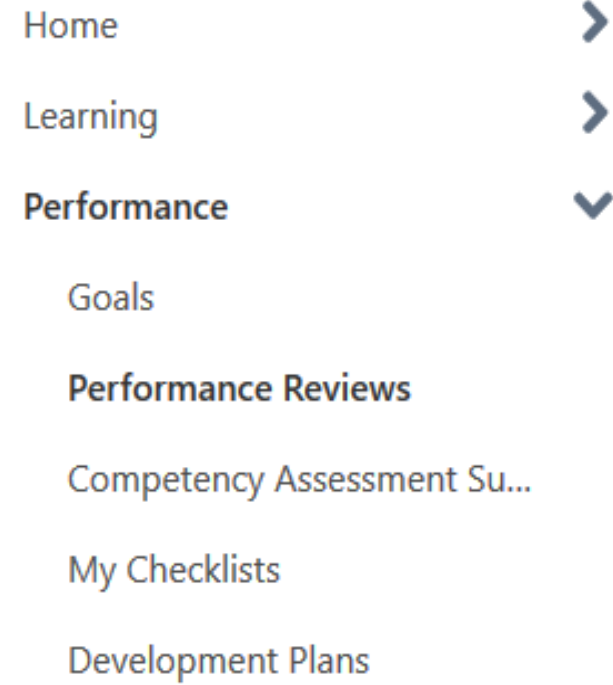
Executive & Senior Administrator

Step 2 – Supervisor Review




1



2



In Cornerstone, click on Navigation icon 
Then **Performance** and **Performance Reviews**

Title	
	Complete 2018 Annual Self Evaluation
	Complete 2018 Evaluation Session for (Employee Name)
	Complete Faculty Member Review

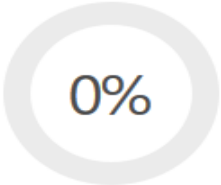
This list will include all
Performance Reviews in
your queue

Select the Evaluation to Review

2018 Annual Evaluation Form - Senior Administrators

Options ▾

- Overview
- Executive Goals
- Executive Competencies
- Goal Planning
- Development Planning
- Summary
- Signatures

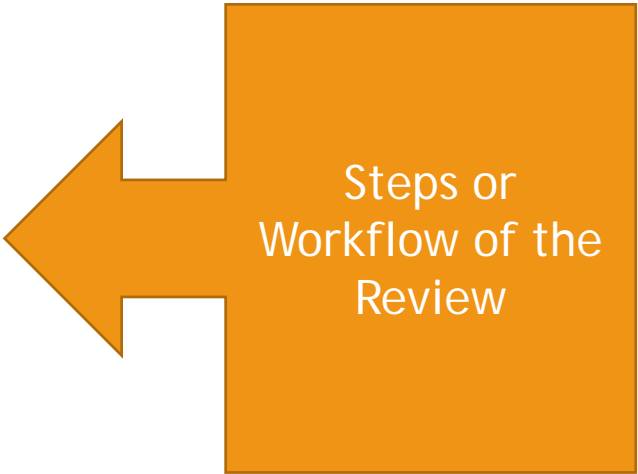


Overview

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Review Step Progression

- Self Evaluation
Due: 4/13/2019
- Evaluating Supervisor Review
- Second Level Evaluator Review
- Evaluating Supervisor Discussion and Sign Off
- Employee Acknowledgment



Let's get started

Get Started

Promote efficiency through updated technology and best practices

Promote efficiency through updated technology and industry-accepted best practices for assessment, surveys, and student evaluations of instruction.

Progress:

0%

Start Date: 1/1/2018

Due Date: 12/31/2018

more...

Select

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

Click on the question mark (?) to see the details of the rating scale

Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget .

Indicate a rating for the Employee's accomplishment of the Goal

Promote efficiency through updated technology and best practices

Promote efficiency through updated technology and industry-accepted best practices for as evaluations of instruction.

Progress: 0%

Start Date: 1/1/2018
Due Date: 12/31/2018
[more...](#)

Goals Page Comments


Goals Page Attachments

Manage Goals

1

2

Enter progress as
Percent; 100% =
Fully complete


Tasks & Targets				
	Description: Annually review technology needs and options to remain current; ensure that university needs are being met with current technology.	Start Date:	Due Date:	Weight:
		1/1/2018	12/31/2018	100%
			Progress: <input type="text" value="0"/>	

Update Progress on Goals











































If there are tasks or targets, their progress should be updated independently of one another

Builds Relationships and Fosters Collaboration

Cultivates an active network of relationships inside and outside functional area; fosters collaboration and team inclusive, supportive, cooperative, and sharing power.

Select 

Comments:

B I U S x₂ x² I_x                                          

2018 Annual Evaluation Form - Senior Administrators



1/1/2018 - 12/31/2018

Options ▾

- Attachments
- Complete Offline
- Upload Review
- Print Review

50%

Goal Planning

Add Goals

Please enter goals for the coming year.

Back

Save and Exit

Save and Continue

The "Complete Offline" feature opens the review in an Excel spreadsheet where it can be completed then uploaded

The supervisor can add, delete, modify, or edit goals of those who report to them to better align with the Department/University Goals

Review the Goals that the employee entered for 2019

Title *

Title

Description

B I U S Ix | | | | | ABC

Start Date 1/1/2019 **Due Date *** 12/31/2019 **Weight *** 0

Perspective *

Select

- Select
- Assigned Goals
- College/Division Goals
- Departmental Goals
- Faculty Metrics
- Strategic Imperatives

What should This Position Accomplish this Year

Does the accomplishment of this goal mean more (or less)
Than others to the Department/University

Where does this goal come
from

To create a new goal for the Employee,

Enter information appropriate for Goal

Obtain SHRM certification - (Knowledge Development Objective)



test

Due: 12/31/2019 Category: Communicates Openly and Listens Progress: 0%

Edit Objective

Delete Objective

Add Training

Add Action Step

Click on Drop-down arrow to edit objective or add Action Steps

The Supervisor can add, delete, modify or Edit Objectives and/or Action Steps.

The Supervisor should actively facilitate

The Development of the Employee in:

- Obtaining Certifications
- Developing particular skills
- Pursuing an Education
- Correcting a persistent issue
- Participate on relevant Committees

And on, and on, and on...

Review Employee's Plans for Development

The Objectives and Action Plans

Add/Edit Objective ✕

Objective Title *

Obtain SHRM certification

Objective Category

Select Objective Category ▼

- ✓ Select Objective Category
- Behavior Development Objective
- Educational Development Objective
- Knowledge Development Objective**
- Performance Development Objective
- Personal Development Objective
- Skill development objective
- Technical Development Objective

Cancel Save

Back Save and Exit Sa

To Add an Objective

Select the appropriate Objective Category from the drop-down menu

Obtain SHRM certification - (Knowledge Development Objective)

Add Training or Action Steps from the drop down.

Back Save and Exit Save a

Edit Objective
Delete Objective
Add Training
Add Action Step

1

2

Add/Edit Action Step

Action Step Title *

Participate in certification prep course through ASHRM

Activity Category

External Training

Select Activity Category

- Adaptability and Innovation
- Analysis, Problem Solving, and Decision Making
- Builds Relationships and Fosters Collaboration
- Builds Talent
- Business, Planning, Organizing and Scheduling, Strategy and Execution
- Communicates Openly and Listens
- Demonstrates Emotional Acuity
- Ensures Alignment
- Ensures Execution
- Establishes Trust
- ✓ External Training

Save

Exit

3

4

Choose the best fit

Add Action Steps

Align Step to Competency

2018 Annual Evaluation Form - Senior Administrators

Options ▾



999545|Director,
1/1/2018 - 12/31/2018



Summary

Overall Rating
Advanced Performer

Back

Submit

Click "Submit"
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 then
"Submit" again
in the pop-up
box

Summary provides and Overall Rating

You're almost done...

[Back](#) [Save and Exit](#) [Save and Continue](#) [Submit](#)

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!

Submit the Review

The review will move to the second level supervisor's queue if applicable



The review is now on its way to the 2nd level Supervisor (applicable for Sr. Administrators only)

Step Complete!