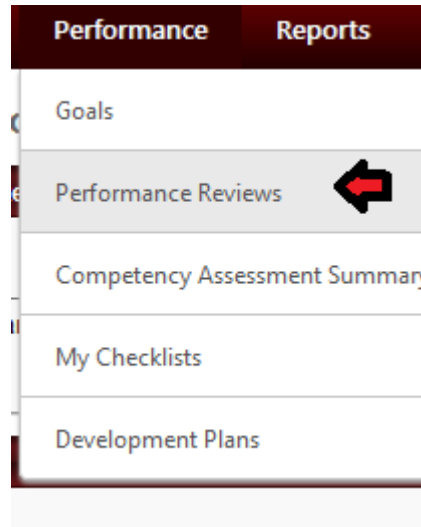# Executive Second Level Evaluation (Performance Review):

To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.

1. Hover over the Performance tab, and select *Performance Reviews* from the drop-down menu.

2. Once in your Performance screen, select "My Assigned Reviews" tab, and locate the review for the employee you're evaluating as second level supervisor. Click the link beginning with "Complete 2017 Second Level Review …" from the table at the bottom of the page. If you have multiple employees to review, each must be done individually.

3. The review will open with the default first step: Overview. Scroll down to the bottom of the page, and click the Get Started button.   This will launch the Self-assessment data entered by the employee for your review (Executive Goals). You will note provide ratings, as this is done by the first level evaluator; however, you may provide comments in the free text box. Additional documentation can also be attached by selecting the Options drop down at the top right. Once completed click **Save and Continue** to proceed to the next step.

4. The next page is the Executive Competencies page. Again, you will review the self-assessment entered by the employee and 1st level evaluator. You may provide comments under each respective competency rating. Once you've completed your review, click **Save and Continue** to proceed.

5. The next page Goal Planning step allows for documentation of goals for the current evaluation period for the employee. You'll review the goals they've entered, as well as any additional goals assigned by their direct supervisor. Click Save and Continue once reviewed.

6. The next page (Summary) displays the overall rating assigned by the 1st level supervisor. Click **Next** to proceed to the signatory page.

7. Click the Acknowledgement box **AND** click the **Sign** button. You may enter comments in the free text field below, followed by clicking the **Submit** button at the bottom right.

Second Level Evaluator

☑ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Sign

8. The system will prompt you to click submit once more, which will complete your 2nd level evaluation.