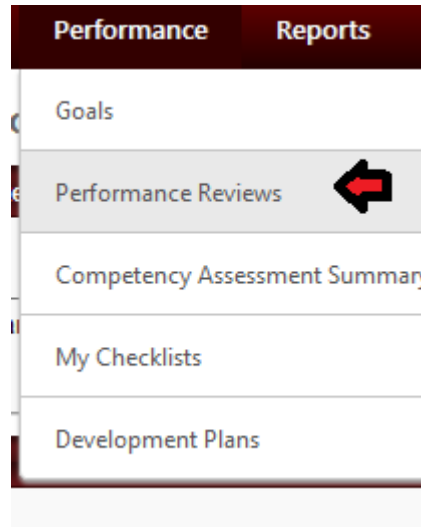


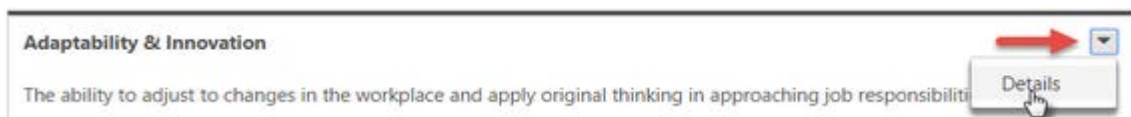
Executive Level Evaluation (Performance Review):

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 direct supervisor. Click the link beginning with “Complete 2017/18 Annual Evaluation...” 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 your employee for your review (Executive Goals). At this step, you will provide your overall rating of the employee’s goal achievement during the previous evaluation period, as well as any supporting comments. Additional documentation can 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 your employee, then provide your own ratings for each of the competency types, and utilize the Comments box to detail justification for each respective rating. You may utilize sample competency examples from the Details drop down menu to support your rating for each competency:



There are 12 in total. All must be evaluated in order to proceed to the next step. Click **Save and Continue** once complete.

5. The next page Goal Planning step allows for documentation of goals for the current evaluation period for your employee. You'll review the goals they've entered, and can modify, enter additional goals (See Self-Assessment Guide for instructions on Creating Goals). Click **Save and Continue** once complete.

The next page is the Development Planning step. Unlike goals, which are intended to accomplish strategic missions of the enterprise, development plans are meant to provide an opportunity for identifying objectives that can contribute to your employee's professional development and career goals. Examples include attaining certifications, developing particular technical skills, completing educational accomplishments, etc. You'll review the development plan and Action steps they've entered, and can modify or enter additional objectives. (See Self-Assessment Guide for instructions on adding additional Objectives). Click **Save and Continue** once complete.

6. Once completed, click submit, which then forwards this evaluation to your supervisor for 2nd level approval (if applicable). Once the 2nd level review has been completed, the evaluation will return to your queue for Discussion with your employee. Return to your Performance Review tab, click on their review, to open in the Discussion and Sign-off step.
7. Click **Get Started** Button. You'll go through each of the evaluation steps, with notes from yourself and the 2nd level evaluator (if applicable). Ratings and comments can be amended during this discussion. Click **Save and Continue** to proceed through each step once discussed.
8. The Summary page which display the overall rating for the employee. Click the Next button to proceed to the signatory page.
9. 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.

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



10. The system will prompt you to click submit once more, which will complete your portion of the evaluation.
11. The evaluation will then route to your employee for their signature as well, finalizing their executive evaluation for this review period.