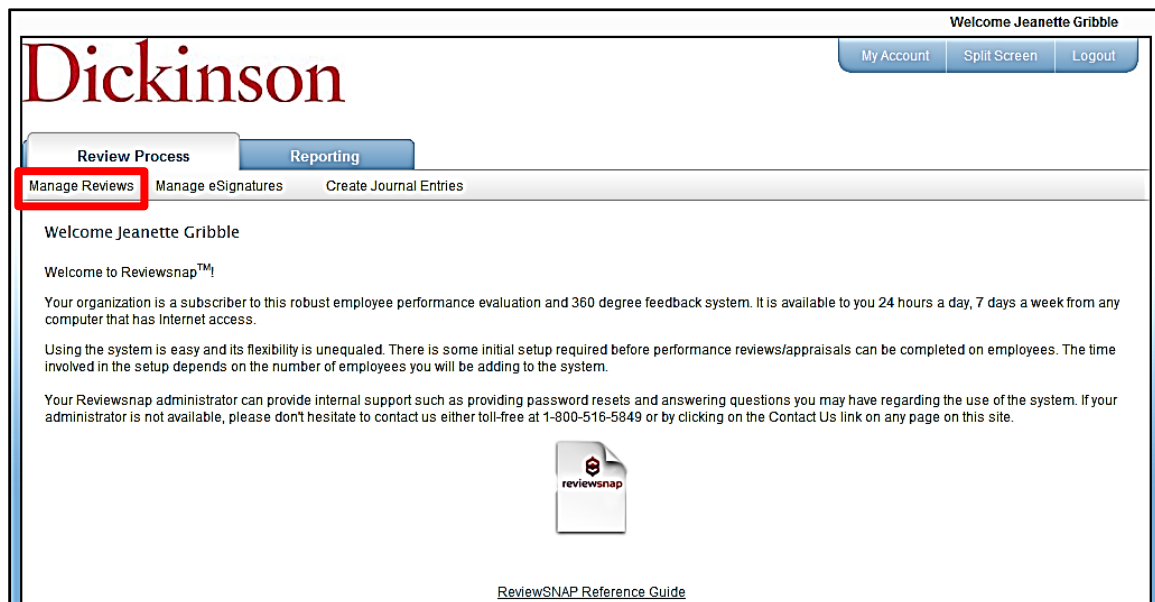


ReviewSnap Procedures for Employees at Dickinson College – Children’s Center

ReviewSnap is a web based performance management system program found in the [Gateway](#). Look for the **Reviews** icon found under the **Application Launch Pad**, to get into ReviewSnap.

- [Create or Complete a Review](#) - Start your review after your manager/supervisor notifies you that your Review is ready to be created.
- [Save a Review to Edit Later](#) - Save your review to complete at a later date or have your Manager View before it is Finalized.
- [Finalize](#) - Finalize your review after adding all of your details. The next step will be a one on one meeting with your manager/supervisor after their details have been added.
- [Signature](#) - Add a Signature to your review. An email will arrive when a Signature is required.
- [Send Notification](#) - Send an email within ReviewSnap. Use the feature if you want to email your manager/supervisor.
- [Create or View Journal Entries](#) - Journal Entries are used to add details of projects or work duties during the year between review dates. Think of it as a place for you to keep notes during the year.
- [Logout](#) - Logout when completed

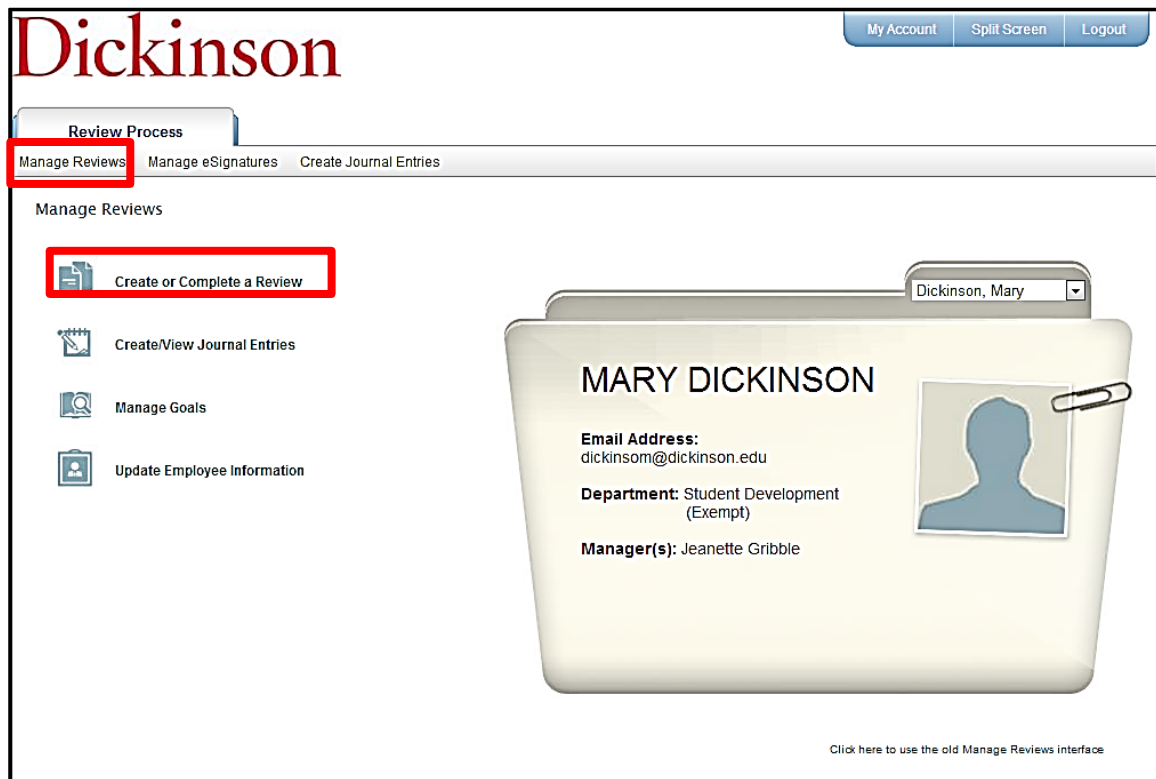
Once you have accessed ReviewSnap your landing page will appear as shown below. Click on **Manage Reviews**.



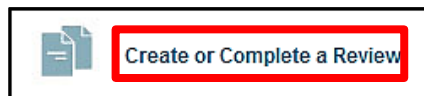
The **Review Process** tab will appear. Click on **Manage Reviews** to open up an area for **Creating or Completing a Review** or **Create/View Journals Entries**.

To Create or Complete a Review

On the **Review Process** tab, click on **Manage Reviews**.



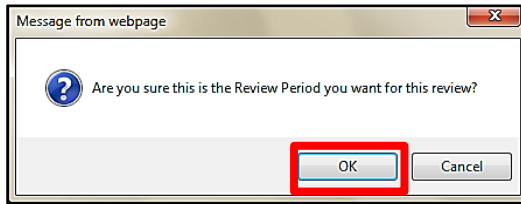
To start filling out your Review, click on the **Create or Complete a Review** link.



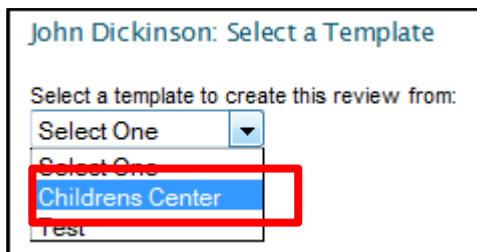
Click the drop down arrow to select your Review Period to start creating a Review for your department.



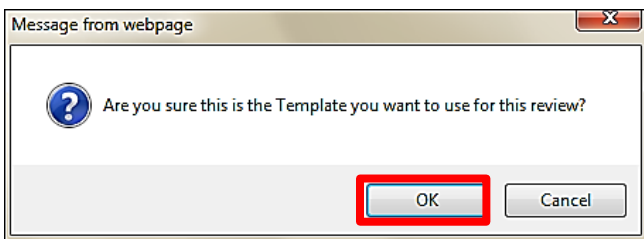
A pop up window appears, click **OK** to continue.



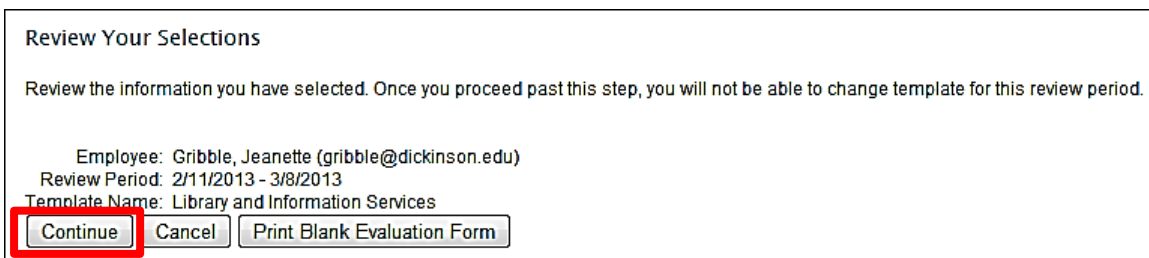
Click on the drop down arrow to select a **Template** specific to your department.



A pop up window appears, click **OK** to continue.



On the **Review Your Selections**, click the **Continue** button after reviewing that the details are correct.



Depending on your division the templates might appear differently then shown below. First this specific template shown below is for the **Children's Center** division for the first area called **General Work Habits**.

Rate each description by clicking in the specific circle to choose either:

Fre – Frequently

Occ – Occasionally


Nev – Never

Click the **Save Only** button to save your review at any time during the review process.

Click the **Save and Exit** button will save your review for later and exit the program.

Click **Next** button to proceed with the Review process.

Look for the green check mark at the bottom of each section.

 = All Competencies & Comments have been filled-out.

Instructions

To determine ratings, only use critical incidents that took place during this appraisal period.

The section for goal setting is provided to promote discussion during the appraisal interview. Supervisors can identify goals for the next appraisal period, indicate training needs, or specify corrective action when appropriate. Once an employee and supervisor have set goals on a previous performance management form, supervisors will request the employee to conduct a self-assessment of progress towards these goals prior to the next performance appraisal interview.

Have the employee sign the appraisal when the performance discussion is completed. The signature indicates all the information on the form has been discussed with the supervisor.

General Work Habits


Scale Legend


Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
Arrives on Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliable in attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsible job duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alert in health and safety matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexible with assignments and schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gives ample notice of absence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains calm in tense situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Comment Suggestions



 = All Competencies & Comments have been filled-out.

Next

Save Only

Save and Exit

After rating each description and notice the **Comments/Suggestions** dialog box which can be filled in with any details.
Click **Next** to continue to the next area in ReviewSnap called **Interaction with Children**.
Click the **Save Only** button to save your review at any time during the review process.

A **Spell Check** Box and **AuthoriCheck** boxes will appear quickly as it checks your spelling for each area of your review. If a word is misspelled it will stop and let you correct it.

Interaction with Children

Friendly, warm and affectionate

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
Eye to eye Interaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses modulated, appropriate voice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows respect for Individuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is aware of developmental levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages Independence and self-help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoids stereotyping and labeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reinforces positive behavior	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses positive discipline techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regularly record observations of children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

✓ - All Competencies & Comments have been filled-out

Notice as you move onto the next page you will have a **Previous** button to go back.

After rating each description click **Next** for the **Classroom Management** area.
Click the **Save Only** button to save your review at any time during the review process.

A **Spell Check** Box and **AuthoriCheck** boxes will appear quickly as it checks your spelling for each area of your review. If a word is misspelled it will stop and let you correct it.

Classroom Management

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
Creates an inviting learning environment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains a safe environment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Provides age appropriate activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops goals from observations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Facilitates growth in all areas of development	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serves as an appropriate role model	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates problems and redirects behavior	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is flexible, responsive to children's needs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Is prepared for the day's activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles transitions well	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Comment Suggestions

Needs some improvement in this area

All Competencies & Comments have been filled-out.

Previous
Next
Save Only
Save and Exit

After rating each description click **Next** to go to the next area called **Working with parents**.

Click the **Save Only** button to save your review at any time during the review process.

A **Spell Check** Box and **AuthoriCheck** boxes will appear quickly as it checks your spelling for each area of your review. If a word is misspelled it will stop and let you correct it.

Working with parents

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
Available and approachable with parents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens and responds well to parents	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is tactful with negative information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Shows respect for those from diverse backgrounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maintains confidentiality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Seeks a partnership with parents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regularly shares information about the child's progress	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involves parents in center activities and events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Comment Suggestions

Great attitude!

All Competencies & Comments have been filled-out.

Previous
Next
Save Only
Save and Exit

After rating each description click **Next** to go to the next area called **Working with Co-workers**.

A **Spell Check** Box and **AuthoriCheck** boxes will appear quickly as it checks your spelling for each area of your review. If a word is misspelled it will stop and let you correct it.

Working with Co-workers

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
is friendly and respectful	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strives to assume a fair share of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares Ideas and materials	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates directly, avoids gossip	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approaches criticism with learning attitudes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Looks for ways to be helpful	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Solves conflict independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Needs to get some training on this area

Comment Suggestions

✓ - All Competencies & Comments have been filled-out.

Previous Next Save Only Save and Exit

When you have completed this final area of your review, click the **Next** button. You will get a dialog box as shown below, letting you know all areas have been filled out. Click the **OK** button.

Please note that not all competencies have been filled out/rated.

OK

The next area is for **Professionalism and Growth** to rate each description.

Professionalism and Growth

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nev):

Competency Description	Fre	Occ	Nev
Takes job seriously, seeks skill improvement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in workshops, classes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sets goals for personal growth	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Behaves in an ethical manners	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Comment Suggestions

Details for Growth

All Competencies & Comments have been filled-out.

Previous
Next
Save Only
Save and Exit

After rating each description click **Next** to go to the next area called **Professional Development Record**.

Professional Development Record

Scale Legend

Frequently (Fre):
Occasionally (Occ):
Never (Nav):

Competency Description	Fre	Occ	Nav
Updates PDR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals are completed	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Training completed independently	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

PDR Check/Date: _____
of training hours: _____

Details

Comments/Suggestions:

Comment Suggestions

Details

All Competencies & Comments have been filled-out

Previous Next Save Only Save and Exit

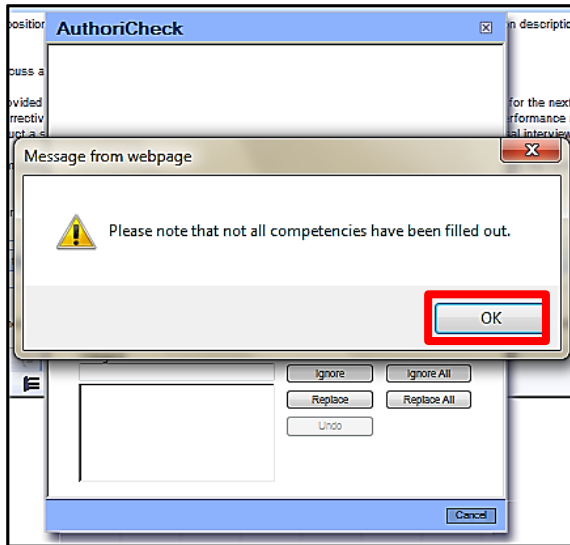
NOTE: The PDR Check Date & # of training hours do not need filled in.

At this time if you want your manager to look at the review let them know.

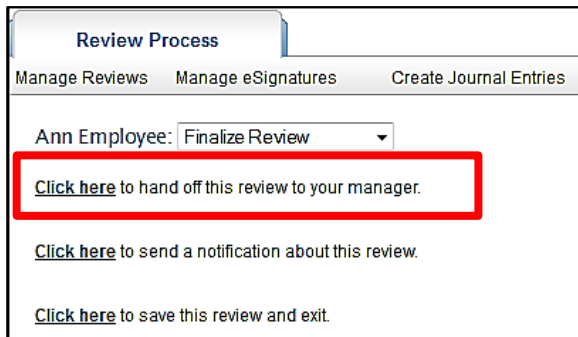
Otherwise follow the tutorial to Finalize the review.

A **Spell Check** Box and **AuthoriCheck** boxes will appear quickly as it checks your spelling for each area of your review. If a word is misspelled it will stop and let you correct it.

If you get the **AuthoriCheck** dialog box that remains on your screen stating that not all three competencies have been not been filled. Click **OK** to continue. It will allow you to get back in to complete the review.



After clicking on the **Next** button you come to the area in ReviewSnap to **Finalize Review**, (once a review is Finalized it cannot be edit) as shown on the next page of this tutorial after **Save & Edit Later** details.



Save & Edit Later

Once **Save This Review** button is clicked you are back at the opening screen when you can click on **Logout** link found on top right area of window. At this time if you want your manager to look at your Review then let them know.

If you find that you need to Save the Review and edit the Review at another time you log into ReviewSnap, under the **Review Process** tab, click on **Manage Reviews**, click on **Create or Complete a Review**.

Click on the drop down arrow to select **Answer Competencies** which will open up your review to let you edit it.

The screenshot shows a web interface titled "Review Process". At the top, there are three tabs: "Manage Reviews", "Manage eSignatures", and "Create Journal Entries". Below the tabs, there is a section for "Ann Employee:" with a dropdown menu. The dropdown menu is open, showing three options: "Finalize Review", "Answer Competencies", and "Finalize Review". The "Answer Competencies" option is highlighted in blue. Below the dropdown, there are two links: "Click here to hand off this review to your manager." and "Click here to send a notification about this review." At the bottom, there is a link: "Click here to save this review and exit."

Finalize this Review

The Finalize Review option will hand off the review to your manager and let them know by sending an email from within ReviewSnap. **NOTE:** A *Finalized* review cannot be edited by an employee.

Click on the drop down to **Finalize Review**, then the link to **Click here** to hand off the review to your manager. Once Finalized the employee cannot edit the review.

The screenshot shows a web interface titled "Review Process". At the top, there are three tabs: "Manage Reviews", "Manage eSignatures", and "Create Journal Entries". Below the tabs, there is a section for "Ann Employee:" with a dropdown menu. The dropdown menu is open, showing three options: "Finalize Review", "Answer Competencies", and "Finalize Review". The "Answer Competencies" option is highlighted in blue. Below the dropdown, there are two links: "Click here to hand off this review to your manager." and "Click here to send a notification about this review." At the bottom, there is a link: "Click here to save this review and exit."

A dialog box appears, click **OK** to Finalize.

The screenshot shows a dialog box titled "Message from webpage". Inside the dialog box, there is a question mark icon and the text "Are you sure you want to finalize this review?". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

Once **OK** is clicked you are taken back to the home screen showing a **Completed Review**. An email goes to the Manager from the ReviewSnap system letting them know it has been Finalized. You can no longer see or edit your review as it has been handed off to your manager.

Now you and your manager will have a one on one meeting to look at your Review.

Jeanette Gribble: Complete an Existing Review

Review Period	Start Date	End Date	Reviewer	Actions
User Services	3/1/2012	2/28/2013	Self	

Jeanette Gribble: Create a New Review

[Back to Manage Reviews](#)

Add a Signature To a Review

After your manager is finished updating the review there will be, for most departments a one on one meeting to go over the Review. Once the meeting has been completed then it is time for you to add your signature. You will receive an email when it is time to add your Signature.

Log into the Gateway, click on ReviewSnap, then under the **Review Process** tab, **Manage Reviews**, then **Create or Complete a Review**, and click on the **Signatures** link.

Note: The Signature cannot be added until your manager sets it up in their ReviewSnap process.

John Dickinson: Complete an Existing Review

Review Period	Start Date	End Date	Reviewer	Actions
Childrens Center	3/13/2012	3/13/2013	Gribble, Jeanette	View Reviewers Signatures

To add your Signature, click inside the dialog box and type in your name, then click the **Sign** button.

eSignature for Review

Review Period: 3/13/2012 - 3/13/2013

Type	Name	Signature	Date
HR	Arlene Bones	not signed	
Employee	John Dickinson	<input type="text" value="John Dickinson"/> <input type="button" value="Sign"/>	3/14/2013
Manager	Jeanette Gribble	not signed	

ReviewSnap will then show the **Signature** and **Date** it was signed. Notifications will automatically go out for any other signatures to be added, like to your Manager and HR as shown below.

eSignature for Review			
Review Period: 3/1/2012 - 2/28/2013			
Type	Name	Signature	Date
Employee	Jeanette Gribble	Jeanette Gribble	1/8/2013
Manager	Terry Mollett	not signed	
HR	Steven Riccio	not signed	

Send Notification About This Review

You can Send Notifications within ReviewSnap to your manager/supervisor. On the **Review Process** tab, click on **Manage Reviews**, click on **Create or Complete a Review**. On this page click on **Click here** link to send notification about this review.

Click here to send a notification about this review.

A notification area appears, type in out any details in the text box area, then click the **Send** button to send an email. Put a check in the box to send to your manager/supervisor.

Review Process **Reporting**

Manage Reviews Manage eSignatures Create Journal Entries

Select the manager(s) you want to send the notification to.

☒ Mollett, Terry

☐ Renaud, Robert

Note:

Details here|

Send

After sending the notification you will come back to **Complete an Existing Review**

Jeanette Gribble: Complete an Existing Review

Review Period	Start Date	End Date	Reviewer	Actions
User Services	2/11/2013	3/8/2013	Self	View Reviewers Continue

Jeanette Gribble: Create a New Review

[Back to Manage Reviews](#)

If you click on **View** a new window opens for you to see your **Review** in a new window.

Jeanette Gribble

Reviewers for User Services (2/11/2013 – 3/8/2013)

Name	Actions
Gribble, Jeanette	View

Exit

If you click on **Reviewers** it will also give you a **View** link to show you the **Review** in a new window.

The **Exit** button will take you back to the same screen to **Complete an Existing Review**.

If you click on **Continue** you are taken back to the beginning options.

Jeanette Gribble:

Finalize Review

▼

[Click here](#) to finalize this review. Once the review is finalized, you will not be able to edit any portion of this review.

[Click here](#) to send a notification about this review.

[Click here](#) to save this review and exit.

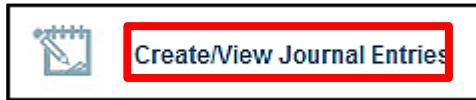
Logout

Click the **Logout** link found on the top right area of the window or close the browser.

Logout

To Create or View Journal Entries

On the **Review Process** tab, click on **Manage Reviews**, then **Create/View Journal Entries** link.



Click on **Create a New Journal Entry**.

A screenshot of a web page titled 'Jeanette Gribble: Journal Entries'. It features a link 'Create a New Journal Entry' highlighted with a red box. Below this is a 'Print Journal Entries' link, a date range selector with 'From:' and 'To:' fields and a 'Go' button, and a table with headers 'Title', 'Created By', 'Date', and 'Actions'. The table contains one row with the text 'There are no existing journal entries.' At the bottom is a link 'Back to Manage Reviews'.

A **Create a Journal Entry** screen will appear as shown below.

Type in a **Journal Title**; fill in the text box with your details.

You can also **Browse** to add a file. Notice the option for **Private Entry**.

Note: Details added in the Journal Entries area can be seen by your supervisor unless **Private Entry** is checked.

Click the **Create** to complete this Journal Entry.

A screenshot of a web form titled 'Jeanette Gribble: Create a Journal Entry'. It includes a 'Private Entry' checkbox, a 'Journal Title' text field, and a large text area for the 'Journal Entry'. Below the text area is an 'Attachment' field with a 'Browse...' button. At the bottom are 'Create' and 'Cancel' buttons. Several elements are highlighted with red boxes: the 'Private Entry' checkbox, the 'Journal Title' field, the 'Browse...' button, and the 'Create' button.

Once a Journal Entry is created it will show details below. Also notice you can **View**, **Update** or **Delete** it. You can also remove any attachments you added to the Journal Entry.

Title	Created By	Date	Actions
Just Plain Journal Entry	Jeanette Gribble	12/18/2012	View Update Delete

Screen shot shown below is for two Journal Entries, one was checked as **Private**.

Jeanette Gribble: Journal Entries

[Create a New Journal Entry](#)

[Print Journal Entries](#)

From:  To: 

Title	Created By	Date	Actions
Journal Entry	Jeanette Gribble	12/18/2012	View Update
 Private Entry Test	Jeanette Gribble	12/18/2012	View Update

[Back to Manage Reviews](#)

As years go on you might have a list of Journal Entries you can click on the little Calendar by the **From** and **To**, you can select your dates using the calendar.

Logout

Click the **Logout** (top right corner) when completed with ReveiwSnap.

Logout