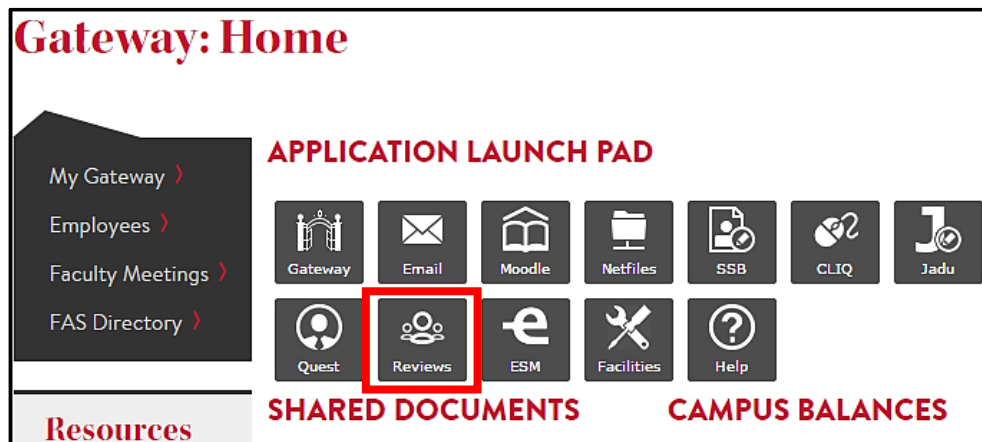


Review Snap Performance Review - Administrative - Self Review

Log into the Gateway, then find the **Reviews** icon under the **Applications Launch Pad** for Review Snap.



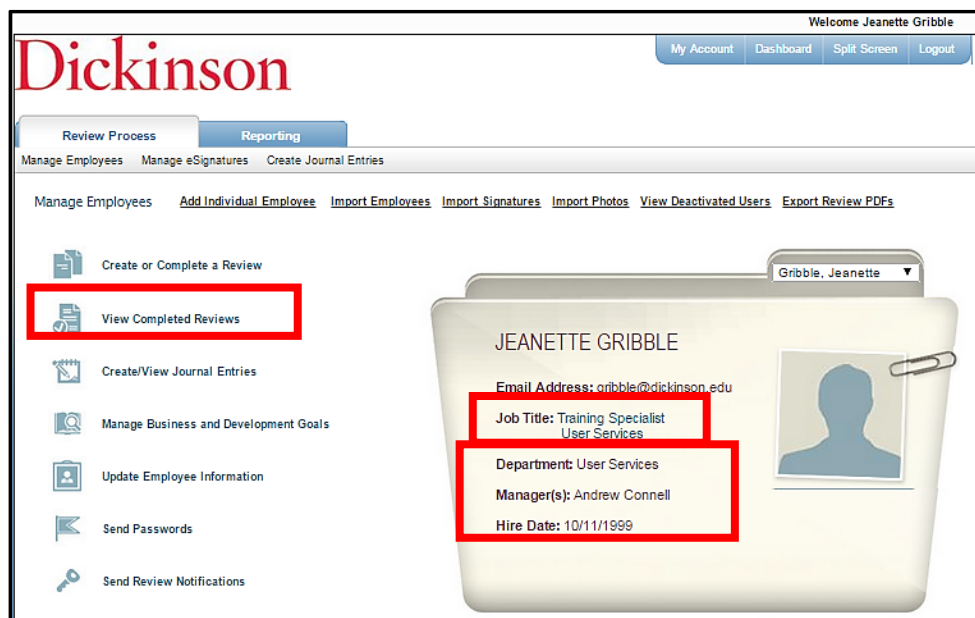
Click to review your **Job Title** for your current job description.

A pdf will open in a new browser tab.

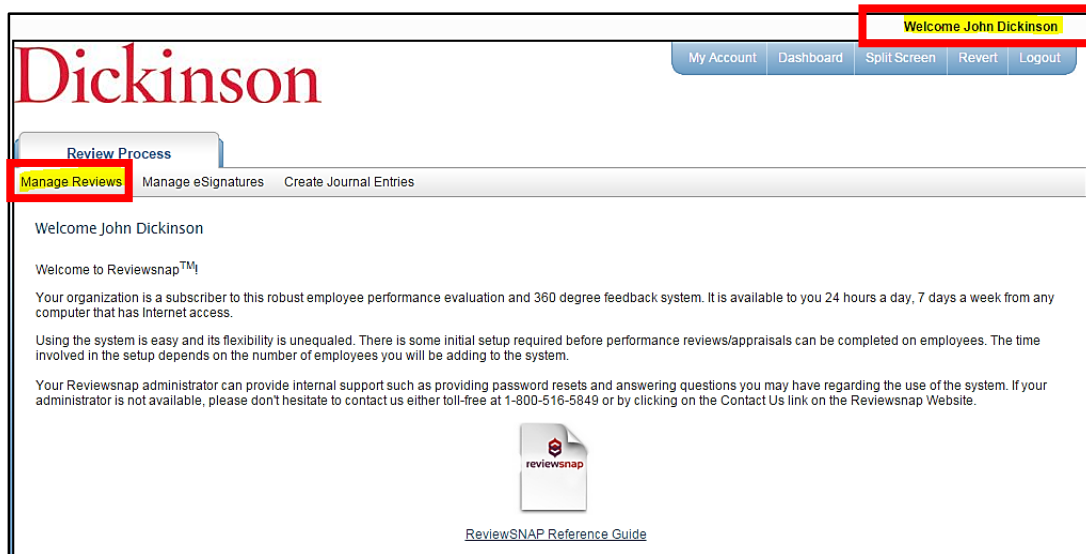
Discuss with your supervisor if any changes to the Job Description are needed.

Verify **Department, Manager & Hire Date** too.

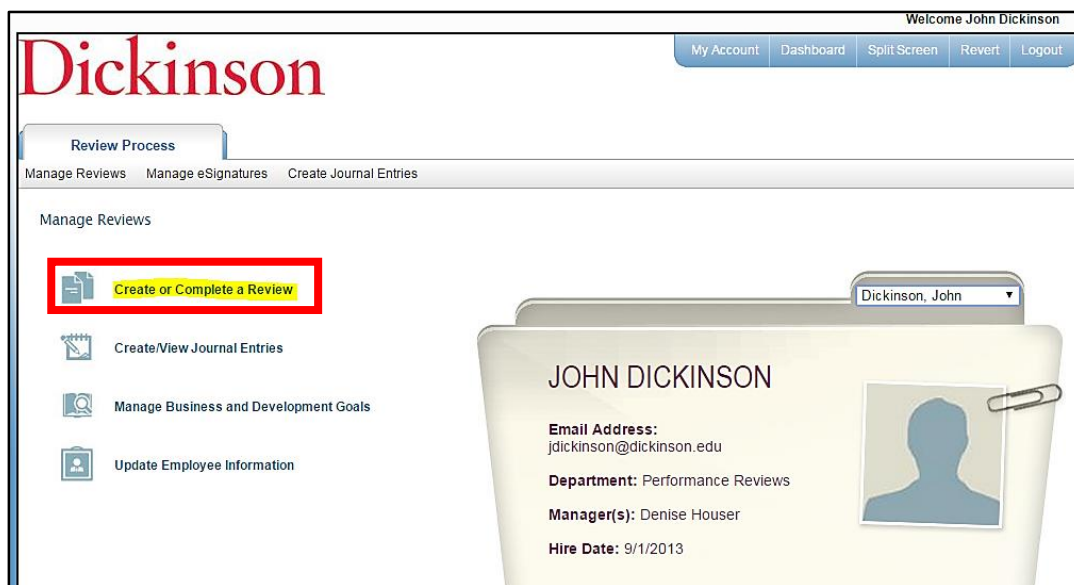
Also notice if you did a review last year you can find it under **View Completed Reviews**.



Click on **Manage Reviews**. Notice your name on the top right corner of window.



Click **Create or Complete a Review**



Click on the drop down arrow to choose the review period.

Dickinson

My Account Dashboard Split Screen Revert Logout

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: Create a New Review

Select an available review period to create this review for.

Select One

Back to Manage Reviews

Click on the drop down box to choose the template, and then click ok.
The **Are you sure...** dialog box appears, click **OK**.

Dickinson

Welcome John Dickinson

My Account Dashboard Split Screen Revert Logout

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: Select a Template

Select a template to create this review from:

Demonstration

Are you sure this is the Template you want to use for this review?

OK Cancel

Verify the information to be sure it is correct, and click the **Continue** button.

Dickinson

My Account Dashboard Split Screen Revert Logout

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

Review Your Selections

Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.

Employee: Dickinson, John (jdickinson@dickinson.edu)
Review Period: 11/4/2014 - 12/5/2014
Template Name: Demonstration

Continue Cancel Print Blank Evaluation Form

You will now be on the first page of the Review. Add details in space provided.

John Dickinson: Review of Performance

Instructions

- Complete this review and submit to your supervisor prior to your meeting.
- Discuss your current position description with your supervisor and update if necessary. Forward an updated copy of the description to Denise Houser in Human Resource Services.
- You and your supervisor should discuss accomplishments and areas for development during the review.
- The section for goal setting is provided to promote discussion during the review. You and your supervisor should identify goals for the next review period, discuss development needs or specify corrective action when appropriate. Once you and your supervisor have set goals, you can expect to conduct a self- assessment of progress toward these goals and meet with your supervisor to discuss prior to the next review.
- You and your supervisor will electronically sign the form when the review is completed. The signature indicates that all the information on the form has been discussed with the supervisor.

Goals from previous year

Identify progress made on any mutually agreed-upon goals for the appraisal period.

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Bold, Italic, Underline, Text Color, Background Color, Link, Unlink, Size, Spell Check, Help.

When you have finished with each page click **Next**, and spell check will run and then take you to the next page of the review.

Words: 0

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

Next Save Only Save and Exit

Fill out the second page, and click **Next** as you complete each page.
Save Only or **Save and Exit** to complete later.
As you complete pages the **Previous** button is also available.

John Dickinson: Review of Performance

Support Required

Define the support, including training, needed from your supervisor and the college to perform your duties, reach your goals and develop professionally.

Training

Words: 1

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

Previous **Next** Save Only Save and Exit

Job Descriptions

Complete the question in dialog boxes provided.

Mary Dickinson: JOB DESCRIPTIONS

JOB DESCRIPTIONS

Did you review the current Job Description? (yes or no)

Did you make any changes to the Job Description? (yes or no)
(Any recommended changes need Supervisor approval prior to being sent to Human Resources)

Words: 0

Review of Progress in Meeting Goals

This is where all the current goals will be populated (for current review period).

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

Mary Dickinson: Review of Progress in Meeting Goals ▼

Scale Legend

Below Expectations (BE): Does not meet expectations
Meets Expectations (ME): Does meet expectations
Exceeds Expectations (EE): Exceeds expectations

Individual Goal

Goal Description	BE	ME	EE
Supervisor Training	Update	<input type="radio"/>	<input type="radio"/>

Department Goal

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

Create new Goals for the **Upcoming Review Period**.

Welcome Mary Dickinson

Dickinson

My Account Dashboard Split Screen Revert Logout

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

Mary Dickinson: Performance Plan for Upcoming Review Period -- List of Goals ▼

[Create a Goal](#)

Goal Name	Due Date	Actions	Category
Supervisory Training...		Take supervisory sessions in July	Individual Goal

[Update](#)

[Previous](#) [Next](#) [Save and Exit](#)

Creating Goals

Click the **Create a Goal** link.

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: Performance Plan for Upcoming Review Period -- List of Goals

[Create a Goal](#)

Goal Name	Due Date	Actions
Training...		Update

[Previous](#) [Next](#) [Save and Exit](#)

Choose **Goal Type** from drop down box.

John Dickinson: Update a Goal

Category: Individual Goal

Goal Description:

Create Date: 1/7/2015

Due Date:

Be sure to click the **Allow Rollover to next Review Period**.

Choose the status of the Goal under the drop down arrow.

Add any **Action/Comments**. Click **Create** when finished.

☒ Allow Rollover to next Review Period.

Status: On Target

Actions/Comments:

Words: 0

Create Cancel Create and Add New Goal

After you have finished adding the goals click **Next**.

Review Process
 Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: Performance Plan for Upcoming Review Period -- List of Goals

[Create a Goal](#)

Goal Name	Due Date	Actions
Training...		Update
Supervisor Training...		Update

[Previous](#)
[Next](#)
[Save and Exit](#)

Development Plan Goals/Progress

Add your comments and details in space provided.

Review Process
 Manage Reviews Manage eSignatures Create Journal Entries

Mary Dickinson: [Review of Progress in Development Plan](#)

7 Certification/Degree

Goal Description	Status
Certification training	On Target

Learning Activity	Status	Score
7 Habits of Highly Effective People	Incomplete	

Comments:

[✂](#) [📄](#) [📋](#) [📅](#) [↶](#) [↷](#) [ABC](#) [↶](#) [📷](#) [📊](#)
B **I** **U** **x** **x²**
 $\frac{1}{2}$ $\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{5}$
Size [v](#)
[🔗](#) [💬](#)

Now you are ready to hand it off to your manager, select **Click here**.

Welcome John Dickinson

Dickinson [My Account](#) [Dashboard](#) [Split Screen](#) [Revert](#) [Logout](#)

Review Process
 Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: [Finalize Review](#)

[Click here to hand off this review to your manager.](#)

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

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

Once Manager has completed your Evaluation, and you have your one-on-one discussion, you will electronically sign your review by logging into Review Snap.

Click **Create or Complete a Review**; and then **Signatures**.

The screenshot shows the Dickinson system interface. At the top, there's a navigation bar with 'My Account', 'Dashboard', 'Split Screen', 'Announcements' (with a red circle containing the number 5), and 'Logout'. Below this is a main navigation bar with 'Administration', 'Review Process' (selected), 'Review Setup', and 'Reporting'. Under 'Review Process', there are links for 'Manage Employees', 'Manage eSignatures', 'Create Journal Entries', and 'Manage Review Templates'. The 'Manage eSignatures' section is active, showing a table with columns: 'All', 'Review Period Name', 'Period Start Date', 'Period End Date', 'Employee', 'Reviewer', and 'Actions'. A row is visible for 'Demo' with dates '11/4/2014' and '12/5/2014', and employee 'Dickinson, John'. The 'Actions' column for this row has links for 'View', 'Comments', 'Signatures' (highlighted with a red box), and 'Update'. A 'Sign' button is also visible at the bottom left of the table area.

Type your name and click **Sign**.

The screenshot shows the 'eSignature for Review' section of the Dickinson system. It displays the 'Review Period: 11/4/2014 - 12/5/2014'. Below this is a table with columns: 'Type', 'Name', 'Signature', 'Date', and 'Actions'. There are two rows: one for 'Employee John Dickinson' with signature 'John Dickinson' and date '11/24/2014', and another for 'Manager Denise Houser' with signature 'Denise Houser' and date '11/24/2014'. The 'Signature' field for Denise Houser is highlighted with a red box, and a 'Sign' button is next to it. A 'Delete' button is also present for each row. At the bottom right, there is a link 'Back to Manage Reviews'.