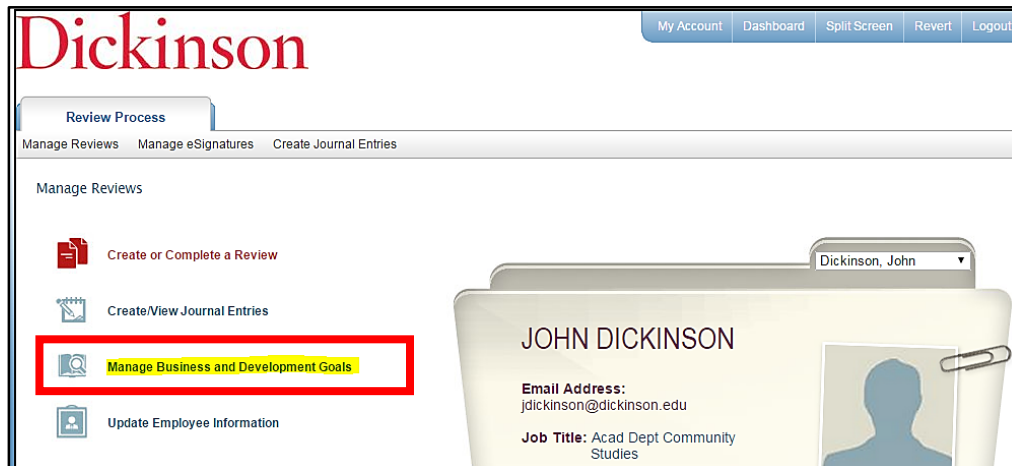


Review Snap - To Create and Manage Business and Developmental Goals

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

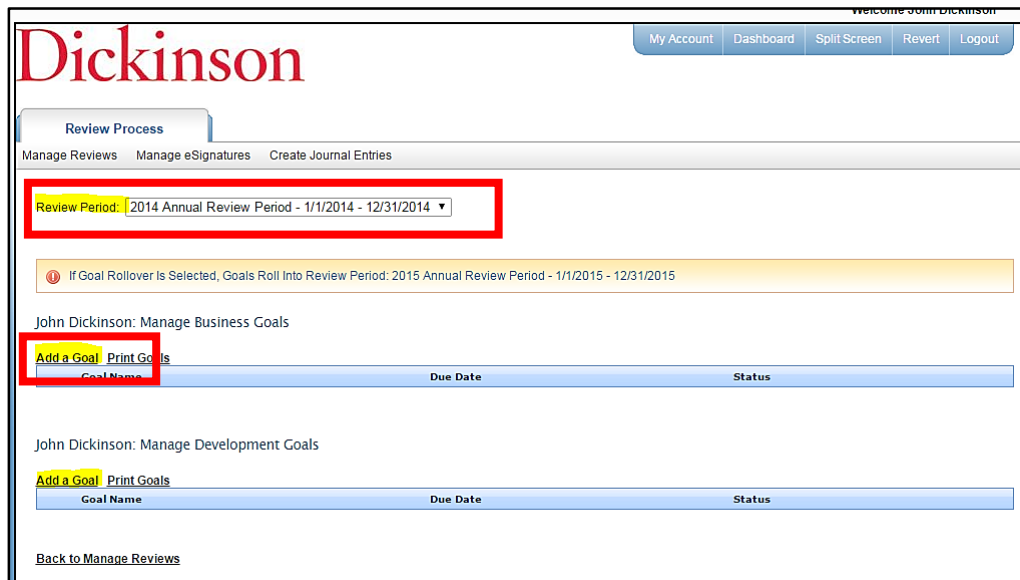
In Review Snap, click on **Manage Business and Development Goals**.



Manage Business Goals

Choose the Review period from the drop down box.

Click **Add a Goal** under the **Manage Business Goals** heading.



Choose a Goal **Category** from drop down box. Add the **Goal Description** in the free texting box. You can add a due date if you want.

Welcome John Dickinson

My Account Dashboard Split Screens Revert Logout

Review Process

Manage Reviews Manage eSignatures Create Journal Entries

John Dickinson: Create a Goal

Category: None

Goal Description:

Create Date: 1/8/2015

Due Date:

Make sure to click the **Allow Rollover to Next Review Period**.

Choose the **Status** of the goal; add actions/comments and click **Create** (if you are done adding goals; or **Create and Add New Goal** to continue adding goals. Add details in text box.

Important: Be sure to put a check in the box **Allow Rollover to next Review Period**.

Words: 0

Create Date: 1/8/2015

Due Date:

☐ Allow Rollover to next Review Period.

Status: On Target

Actions/Comments:

Create Cancel Create and Add New Goal

Developmental Goal

Click **Add a Goal** under the **Manage Developmental Goals** heading.

The screenshot shows the Dickinson Review Process interface. At the top, there's a header with the Dickinson logo and navigation links: My Account, Dashboard, Split Screen, Revert, and Logout. Below the header, there's a 'Review Process' tab and a sub-header with links: Manage Reviews, Manage eSignatures, and Create Journal Entries. A dropdown menu for 'Review Period' is set to '2014 Annual Review Period - 1/1/2014 - 12/31/2014'. A yellow banner message states: 'If Goal Rollover Is Selected, Goals Roll Into Review Period: 2015 Annual Review Period - 1/1/2015 - 12/31/2015'. Under the heading 'John Dickinson: Manage Business Goals', there are two buttons: 'Add a Goal' and 'Print Goals'. The 'Add a Goal' button is highlighted with a red rectangle. Below this, there's a table with columns: Goal Name, Due Date, and Status. Another section titled 'John Dickinson: Manage Development Goals' also has 'Add a Goal' and 'Print Goals' buttons. At the bottom, there's a link 'Back to Manage Reviews'.

Choose the **Goal Category**; and add a **Goal description**.

The screenshot shows the Dickinson 'Create a Development Goal' page. The header and navigation links are the same as the previous screenshot. The sub-header shows 'Manage Reviews', 'Manage eSignatures', and 'Create Journal Entries'. The heading is 'John Dickinson: Create a Development Goal'. There are two input fields: 'Category' and 'Goal Description'. The 'Category' dropdown menu is open, showing options: None, Training Goal, Certification/Degree, Personal Enrichment Goal, and Professional Goal. The 'Goal Description' field is a large text area. Both the 'Category' dropdown and the 'Goal Description' text area are highlighted with red rectangles. At the bottom, there's a 'Create Date' field set to '1/8/2015' and a 'Words: 0' counter.

You can add a **Due Date** if you choose or leave blank. Choose the goals **Status**. If you want to find any on campus training for a particular Competency Group; click the competency group categories (as many as you choose) and then click **Add a learning activity**.

Click **Create** to finish.

Create Date: 1/8/2015

Due Date:

☒ Allow Rollover to next Review Period. *Goal Rolls Into Review Period: 2015 Annual Review Period - 1/1/2015 - 12/31/2015

Status: On Target

Competency Group(s):

- ☐ Relationships
- ☐ Safety
- ☐ Service
- ☐ Versatility
- ☐ Written Communication

Learning Activities:

Title	Status	Score	Completion Date	Actions
There are no learning activities currently assigned.				

[Add a Learning Activity](#)

Create Cancel Create and Add New Goal

If you want to search for a learning activity, type in a name and click **Find**.

[Close Window](#)

Please enter the title of the learning activity you wish to search for and press "Find." Or simply click the "Find" button to show a list of available learning activities.

Title:

Find

Scroll through to find any sessions you may be interested in, and click **Select**.

[Close Window](#)

Please enter the title of the learning activity you wish to search for and press "Find." Or simply click the "Find" button to show a list of available learning activities.

Title:

Find

Find the learning activity you wish to add to the selected goal and click the "select" button next to its title.

Title	Type	Duration	Actions
7 Habits of Highly Effective People The 7 Habits of Highly Effective People is designed for individuals to apply timeless principles that yield positive results, witness improved communication, build and strengthen relationships, increase influence, and gain better focus on critical priorities. At the end of the program, participants will be able to: Prioritizing tasks Improving working relationships Becoming more efficient Managing multiple tasks Enhancing communication skills Voicing Opinions with Confidence Being patient and listening to others Increasing self confidence Being more assertive Improving organizational skills	ILT	5 ninety minute sessions	Select
Conflict Skills for the Workplace Conflict is a part of everyday life and can strain or damage relationships. There are certainly times when the wisest way to handle a conflict is to walk away until the parties calm down. In most cases, however, a conflict that is simply avoided will not solve itself. In addition, people tend to approach conflict with a win-lose mindset. These sessions will help participants develop an awareness of how to identify conflict and understand the various methods to handling these difficult situations in order to produce an effective outcome for all who are	ILT	3 one hour sessions	Select

There are no learning activities currently assigned.

Click **Update** or **Update and Add New Goal** if you have more than one goal to add.

Status:

New Goal - Not Yet Started

Competency Group(s):

☒ Relationships

☒ Safety

☒ Service

☒ Versatility

☒ Written Communication

Learning Activities:

Title	Status	Score	Completion Date	Actions
7 Habits of Highly Effective People	<div>Incomplete</div>			<div>Add a Learning Activity</div>

Update

Cancel

Update and Add New Goal