## ReviewSnap - View, Comment & Add a Managers Signature to a Review

As a manager in ReviewSnap your signature will be required as part of the sign-off process of a review. You will receive an email with a link provided to view the eSignature page. ReviewSnap is a web based performance management system program found in the <u>Gateway</u>. Look for the **Reviews** icon found under the **Application Launch Pad**, to get into ReviewSnap.



The **Manage eSignatures** area will list the employee/s that you need to add your signature to. Click on **View** to see the employees review. Click on **Comments** to add a Comment to a Review. Click on the **Signatures** link under **Actions** to add your Signature.

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4		Journal Entries						
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Manage eSignatures								
Review Period Name	Period Start Date	Period End Date	Employee	Reviewer	_		Actions	
Facilities Management	2/1/2012	1/31/2013	Dickinson, John	Dickinson, John	View	Comments	<u>Signatures</u>	<u>Update</u>
User Services	3/1/2012	2/28/2013	Dickinson, Mary	Gribble, Jeanette	<u>View</u>	Comments	<u>Signatures</u>	Update

Type your name in the dialog box and click the **Sign** button.

eSignature for Review									
Review Period: 3/1/2012 - 2/28/2013									
Туре	Name	Signature		Date					
Employee	Mary Dickinson	Mary Dickinson	2 <mark>/1</mark>	1/2013					
Manager	Jeanette Gribble	Jeanette Gribble	Sign :/1	2/2013					
HR	Tammy Henneman	not signed							
HR	Denise Houser	not signed							
HR	Steven Riccio	not signed							

You can now Logout of ReviewSnap.