**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.
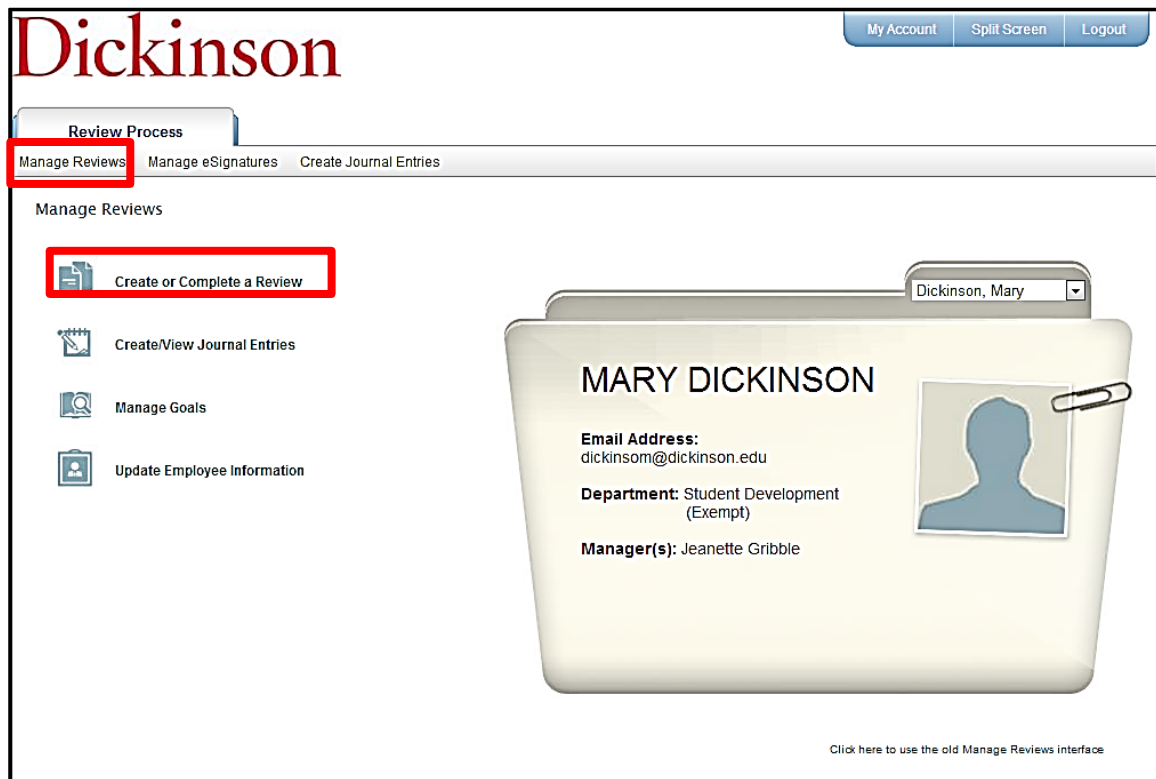- Logout - Logout when completed

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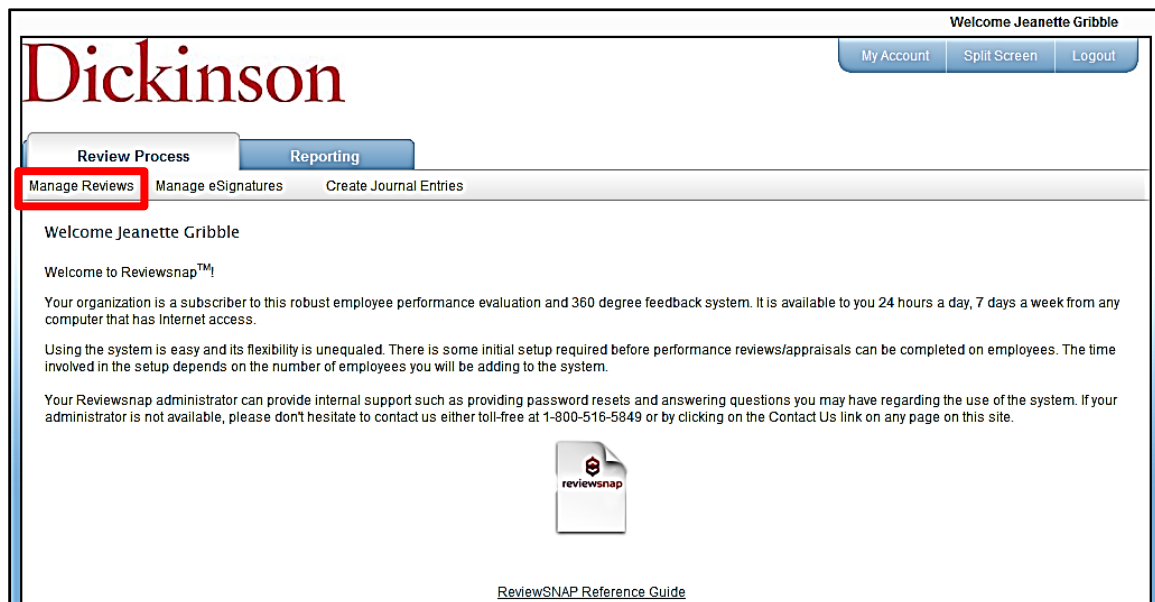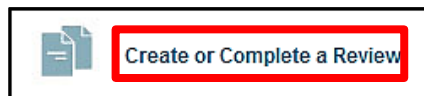

The **Review Process** tab will appear. Click on **Manage Reviews** to open up an area for **Creating or Completing a Review** or **Create/View Journals Entries.**

To Create or Complete a Review

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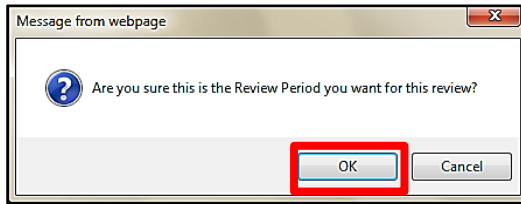

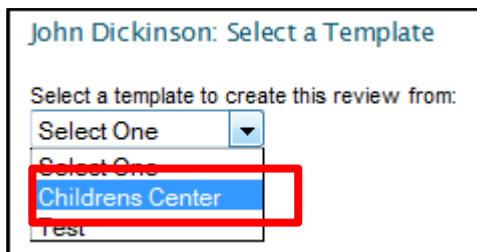To start filling out your Review, click on the **Create or Complete a Review** link.

Click the drop down arrow to select your Review Period to start creating a Review for your department.
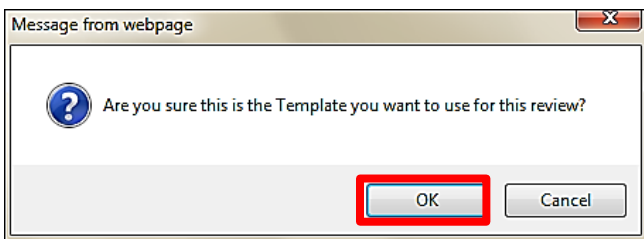
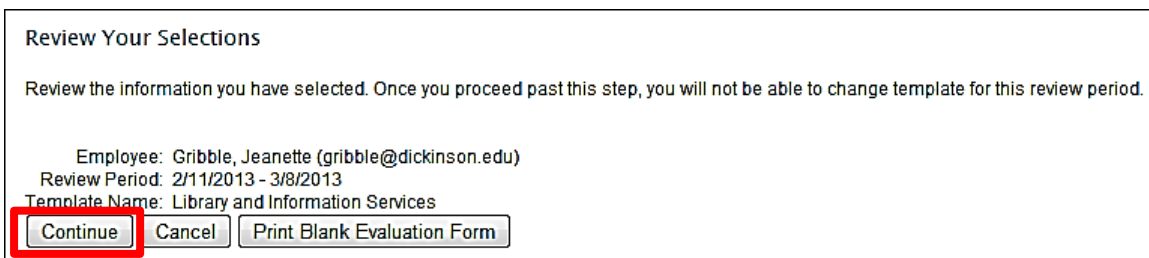A pop up window appears, click **OK** to continue.

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	○	○	○
Reliable in attendance	○	○	○
Responsible job duties	○	○	○
Alert in health and safety matters	○	○	○
Flexible with assignments and schedule	○	○	○
Gives ample notice of absence	○	○	○
Remains calm in tense situations	○	○	○

Comments/Suggestions: [Comment Suggestions]

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✔ = 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.

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	●	○	○
Maintains a safe environment	○	●	○
Provides age appropriate activities	●	○	○
Develops goals from observations	○	○	●
Facilitates growth in all areas of development	●	○	○
Serves as an appropriate role model	●	○	○
Anticipates problems and redirects behavior	○	●	○
Is flexible, responsive to children's needs	○	○	●
Is prepared for the day's activities	●	○	○
Handles transitions well	●	○	○

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	●	○	○
Listens and responds well to parents	○	●	○
Is tactful with negative information	○	●	○
Shows respect for those from diverse backgrounds	○	●	○
Maintains confidentiality	○	●	○
Seeks a partnership with parents	●	○	○
Regularly shares information about the child's progress	●	○	○
Involves parents in center activities and events	●	○	○

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.

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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**.**

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

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

NOTE: The PDR Check Date & # of training hours do not need filled in.
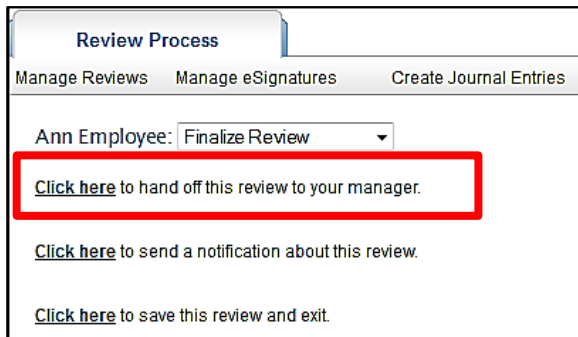At this time if you want your manager to look at the review let them know.
Otherwise follow the tutorial to Finalize the review.

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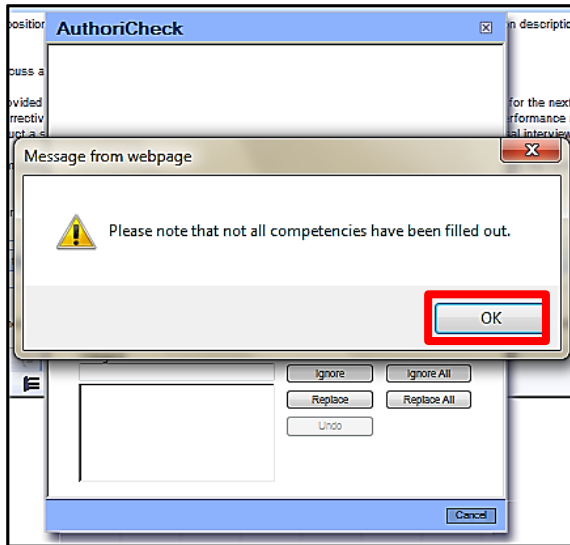
After clicking on the **Next** button you come to the area in ReviewSnap to **Finalize Review**,(once a review is Finalized it cannot be edit) as shown on the next page of this tutorial after **Save & Edit Later** details.

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.

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.

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

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.

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.

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

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.

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

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

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.

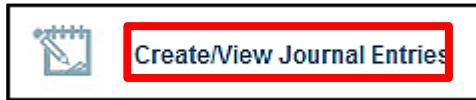**Logout**

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

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 **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.

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.

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

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.