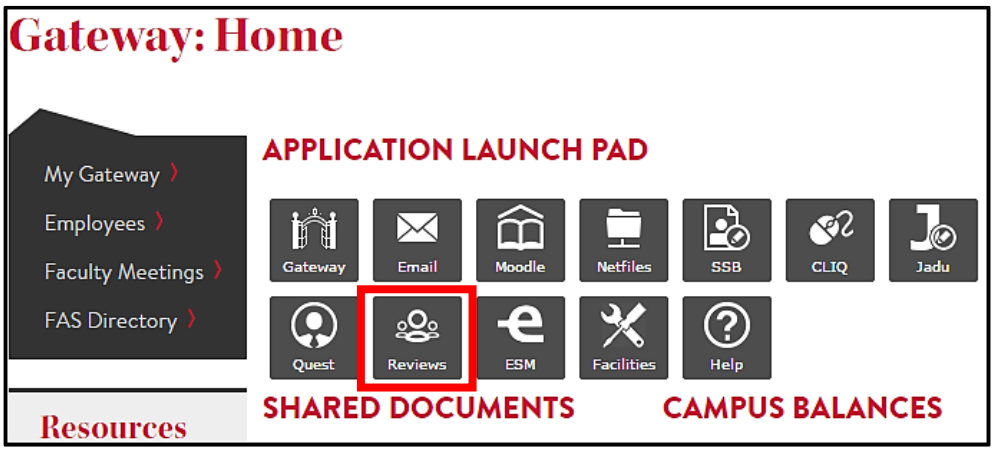
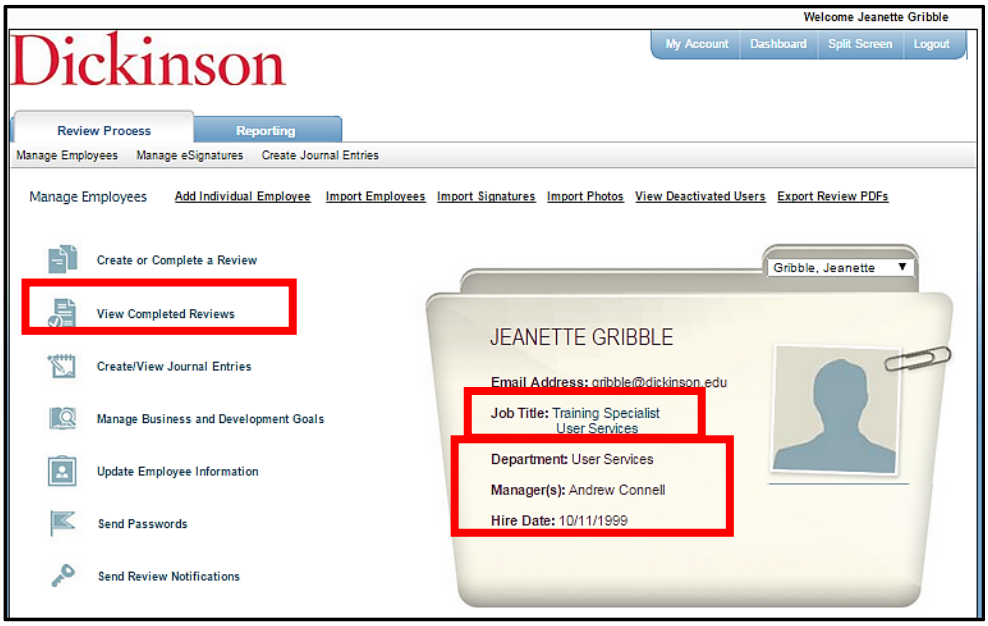
Review Snap Performance Review - Administrative - Self Review

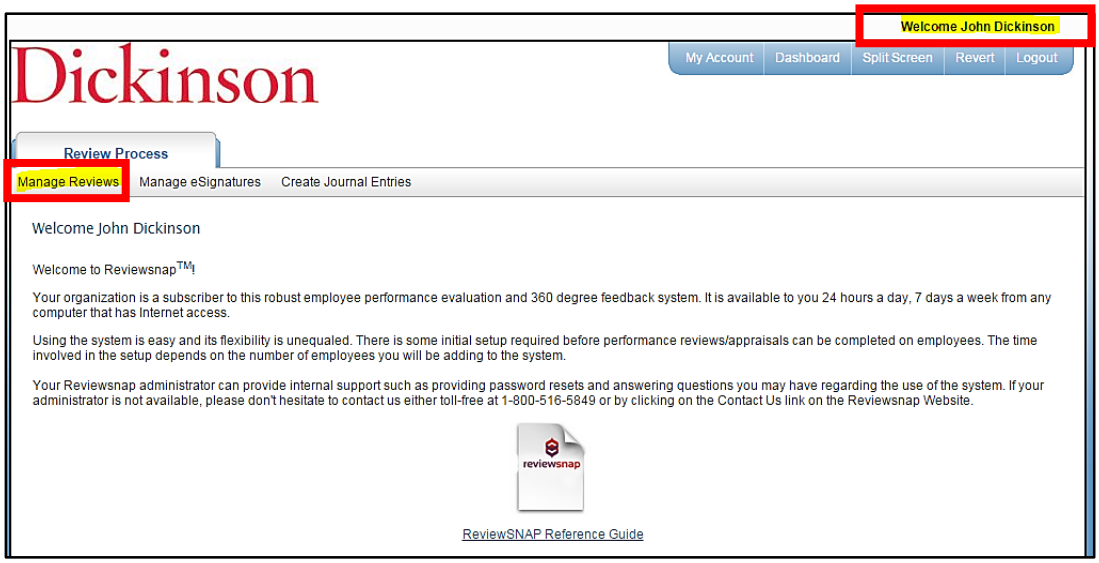
Log into the Gateway, then find the **Reviews** icon under the **Applications Launch Pad** for Review Snap.



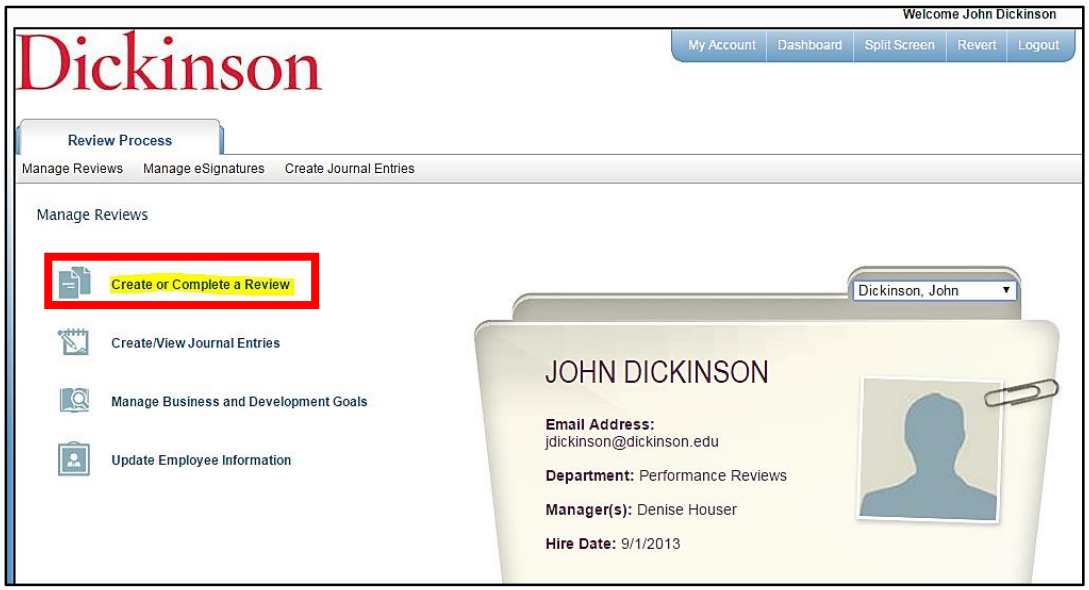
Click to review your **Job Title** for your current job description.
A pdf will open in a new browser tab.
Discuss with your supervisor if any changes to the Job Description are needed.
Verify **Department**, **Manager & Hire Date** too.
Also notice if you did a review last year you can find it under **View Completed Reviews**.



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

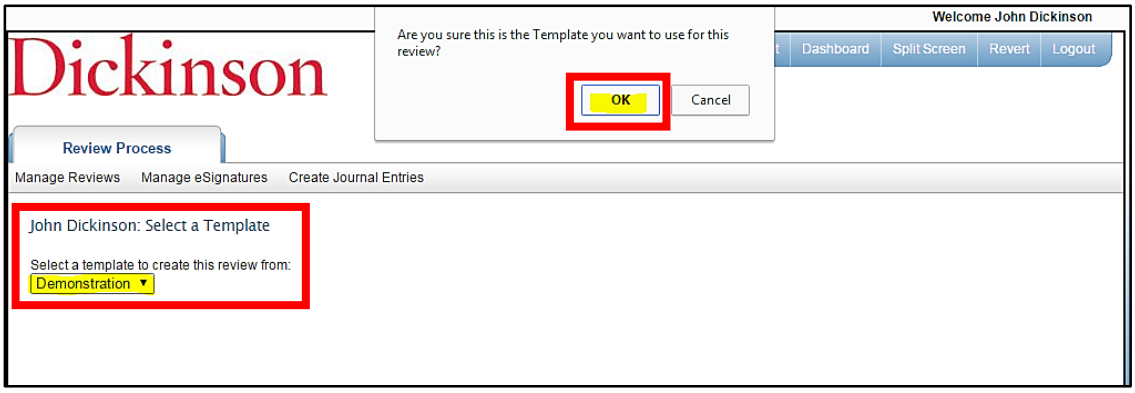


Click **Create or Complete a Review**

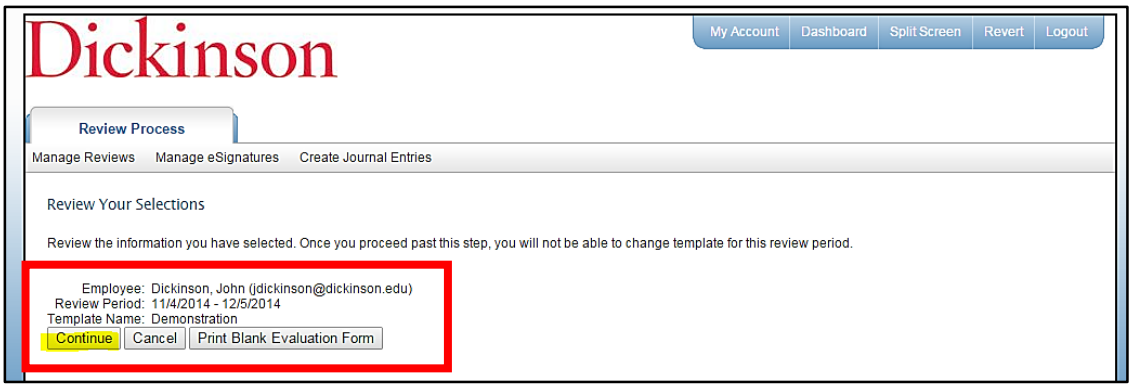


Click on the drop down arrow to choose the review period.

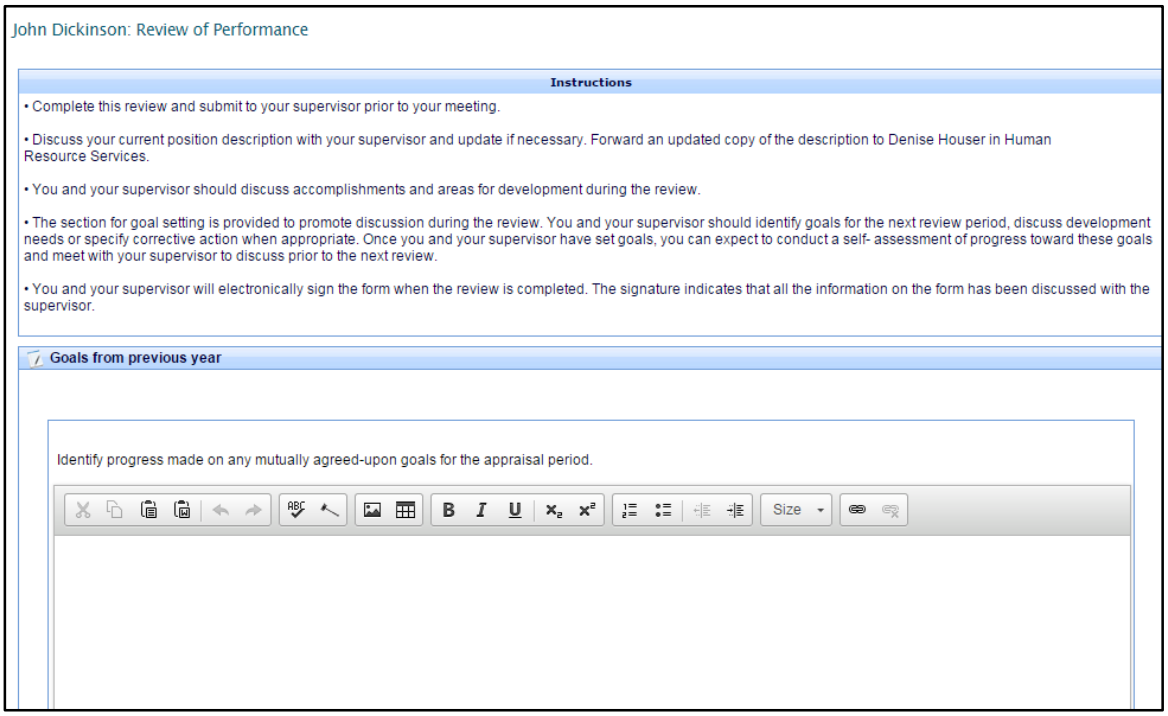
Click on the drop down box to choose the template, and then click ok.
The **Are you sure**… dialog box appears, click **OK**.



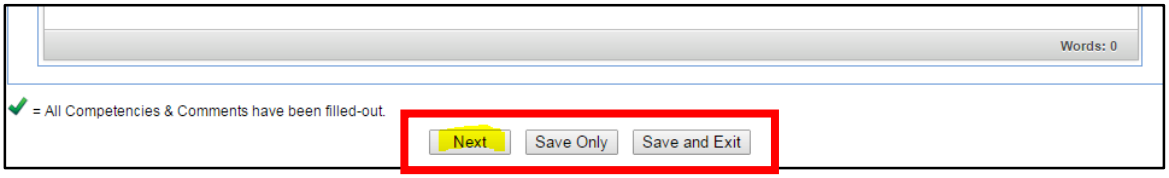
Verify the information to be sure it is correct, and click the **Continue** button.



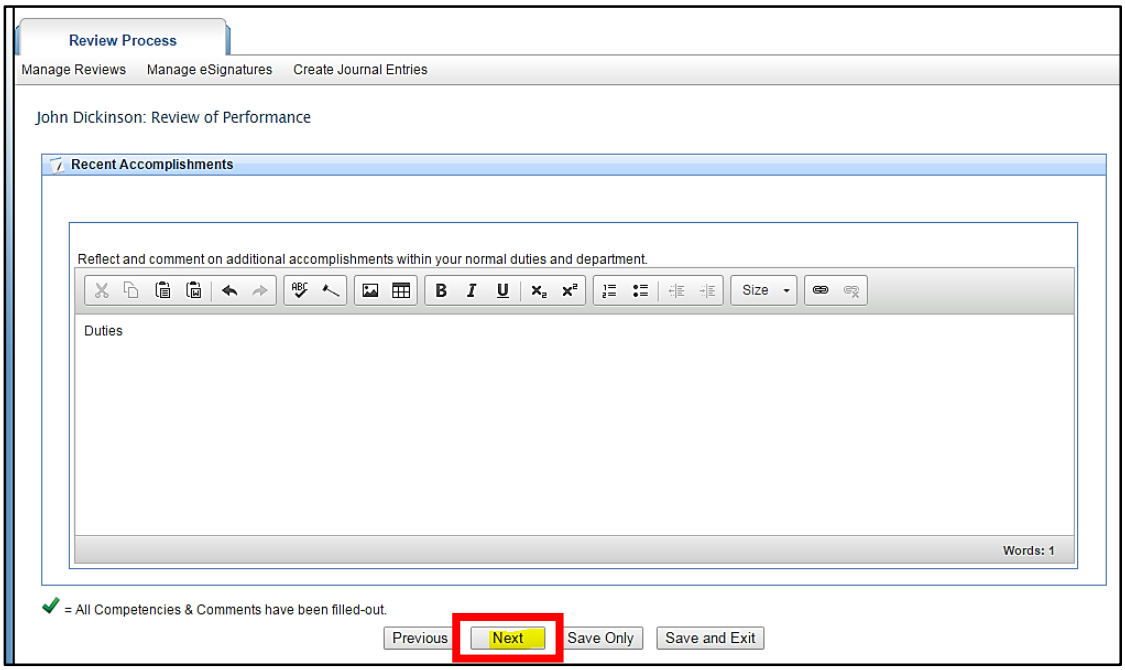
You will now be on the first page of the Review. Add details in space provided.



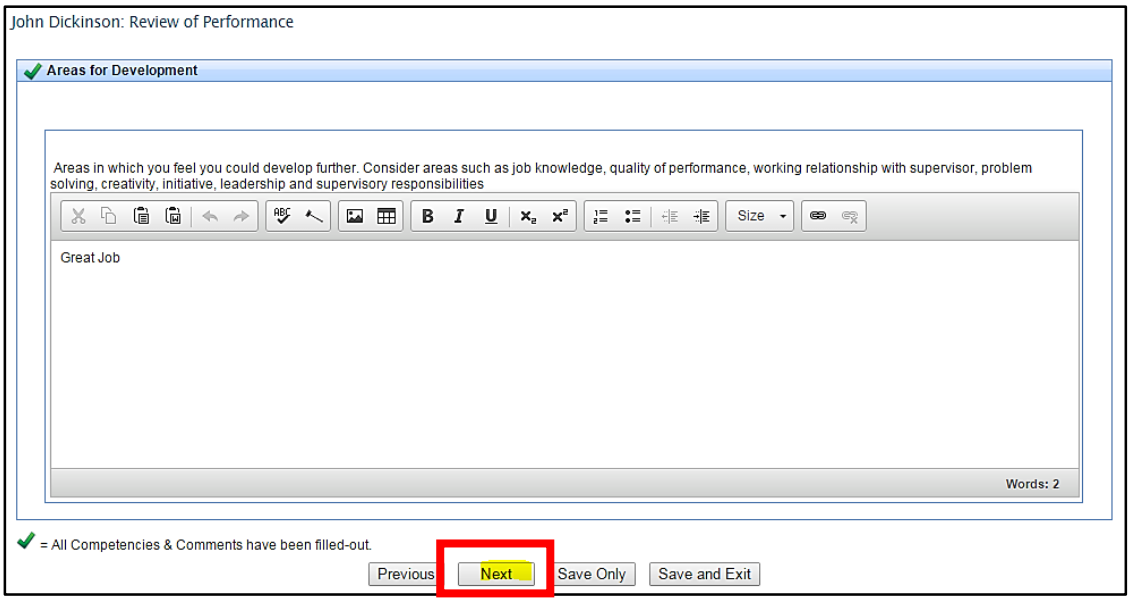
When you have finished with each page click **Next**, and spell check will run and then take you to the next page of the review.

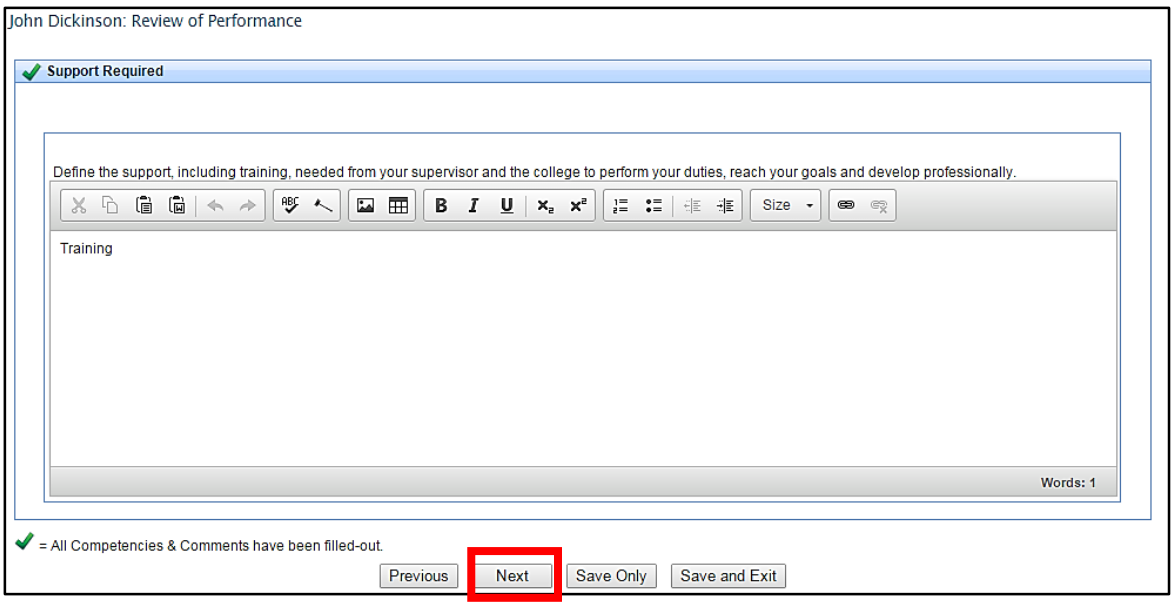


Fill out the second page, and click **Next** as you complete each page.
Save Only or **Save and Exit** to complete later.
As you complete pages the **Previous** button is also available.



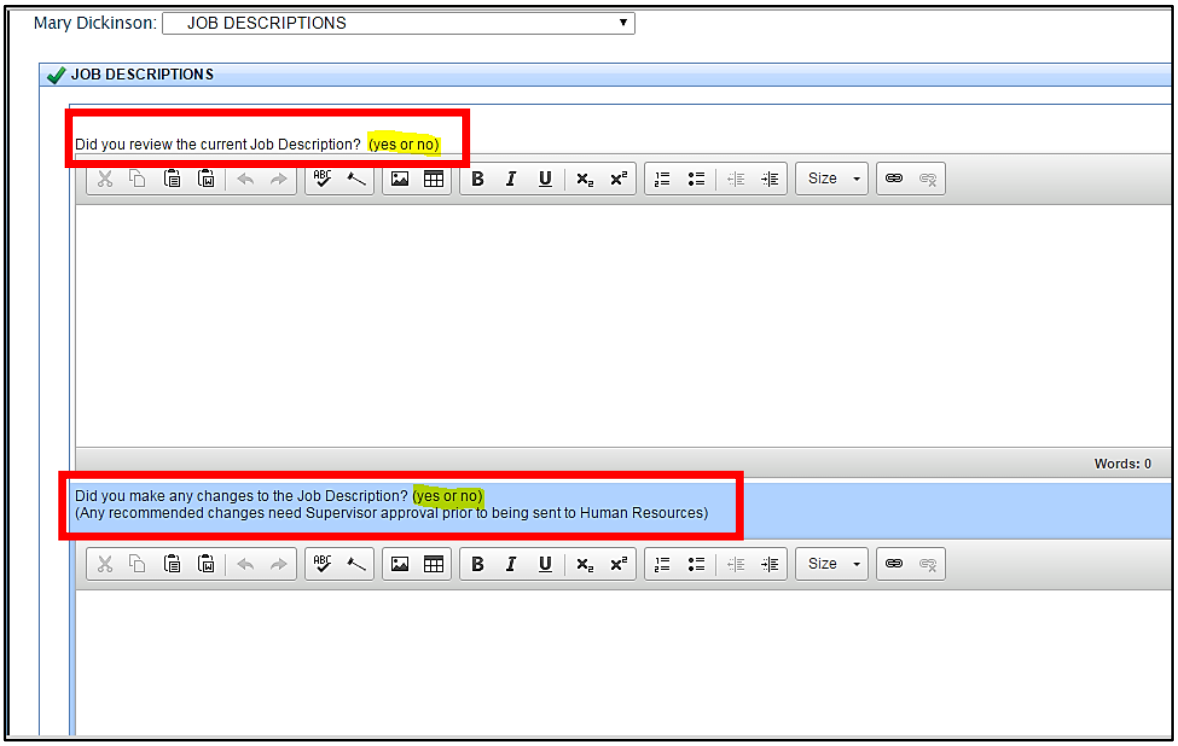
Keep clicking **Next** to move onto the next page





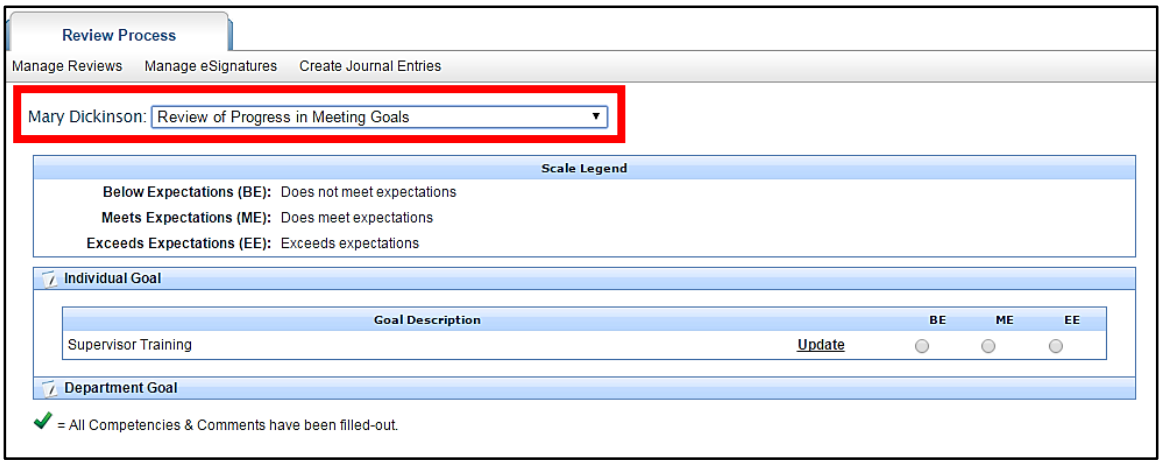
Job Descriptions

Complete the question in dialog boxes provided.

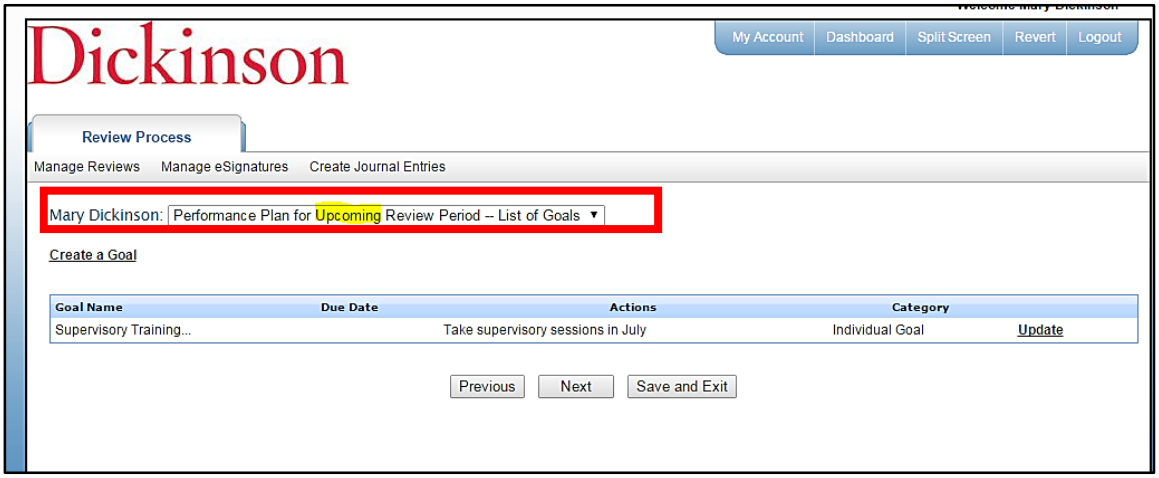


Review of Progress in Meeting Goals

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

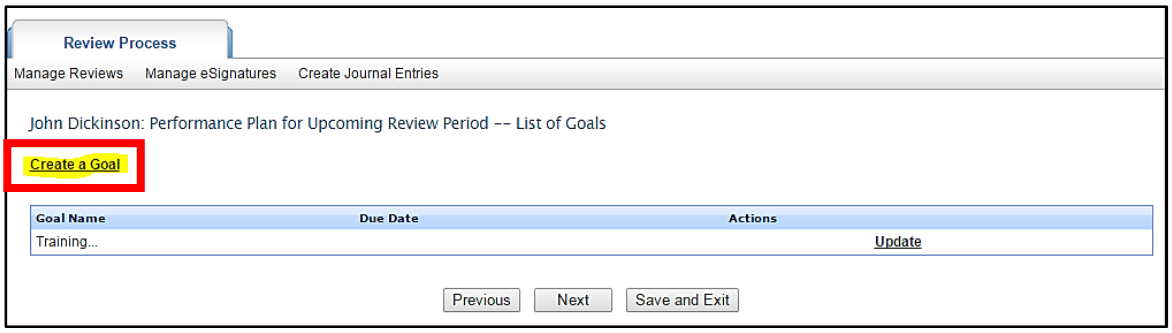


Create new Goals for the **Upcoming Review Period**.

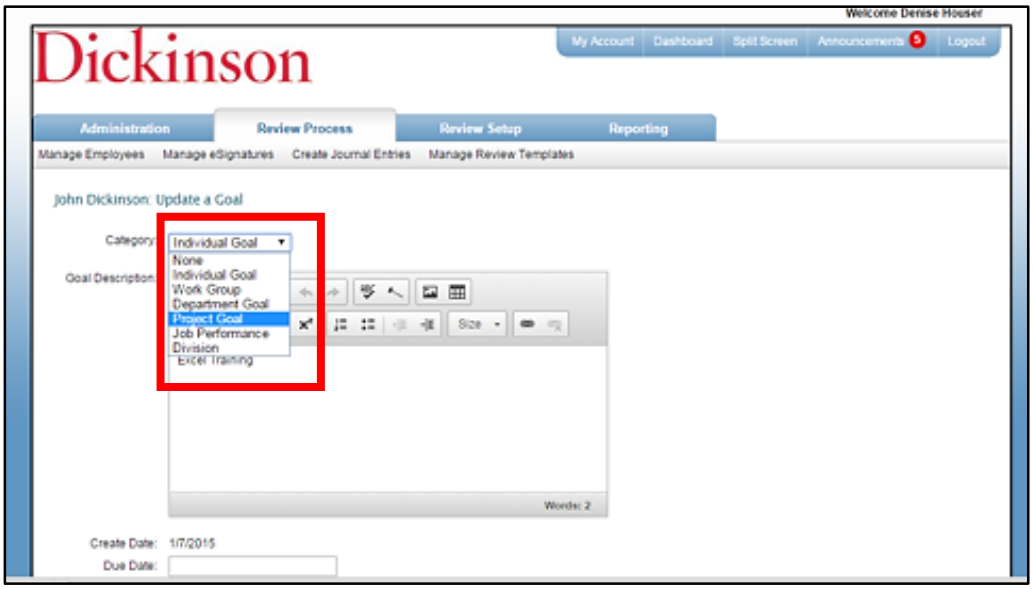


Creating Goals

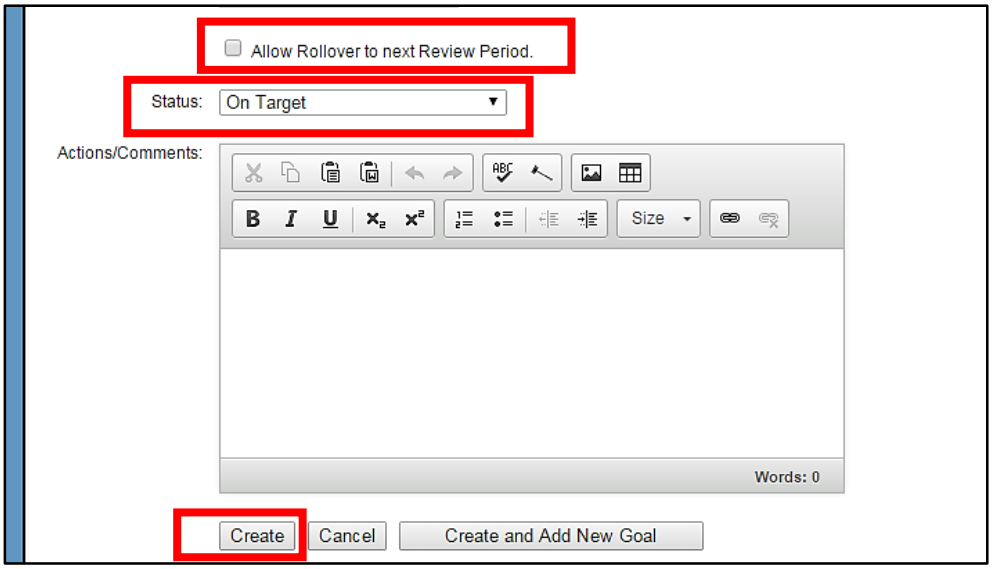
Click the **Create a Goal** link.



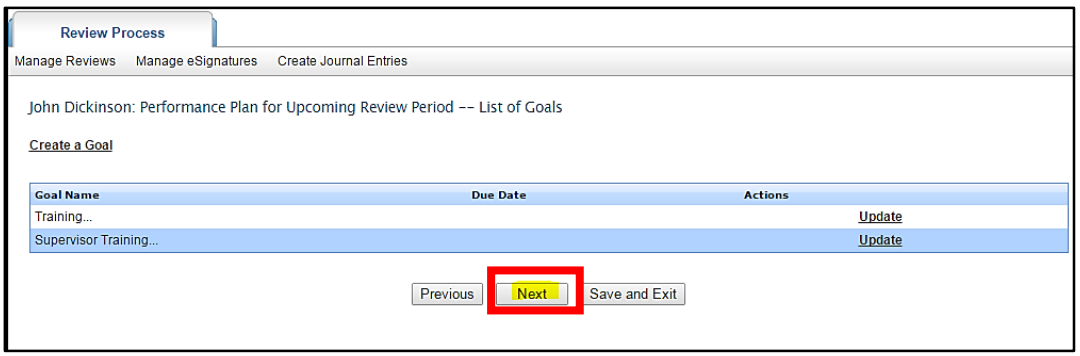
Choose **Goal Type** from drop down box.



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.

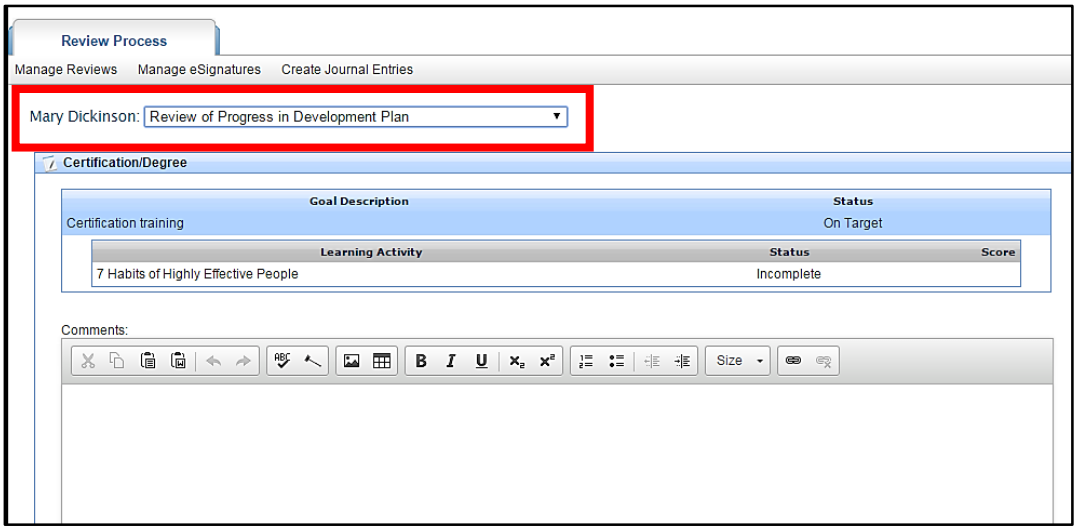


After you have finished adding the goals click **Next.**



Development Plan Goals/Progress

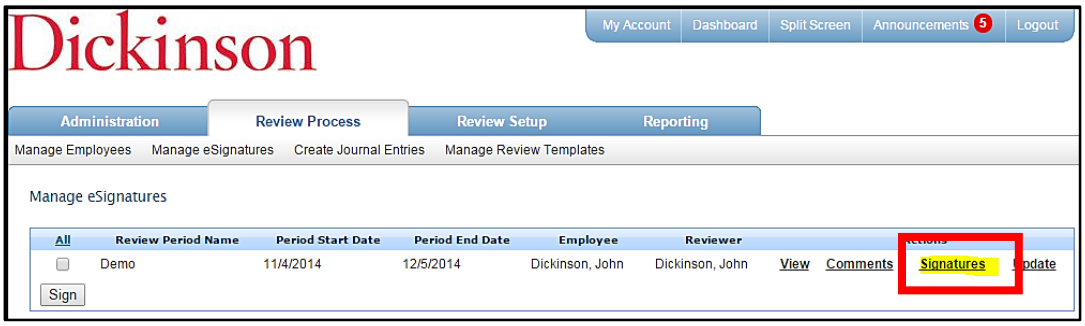
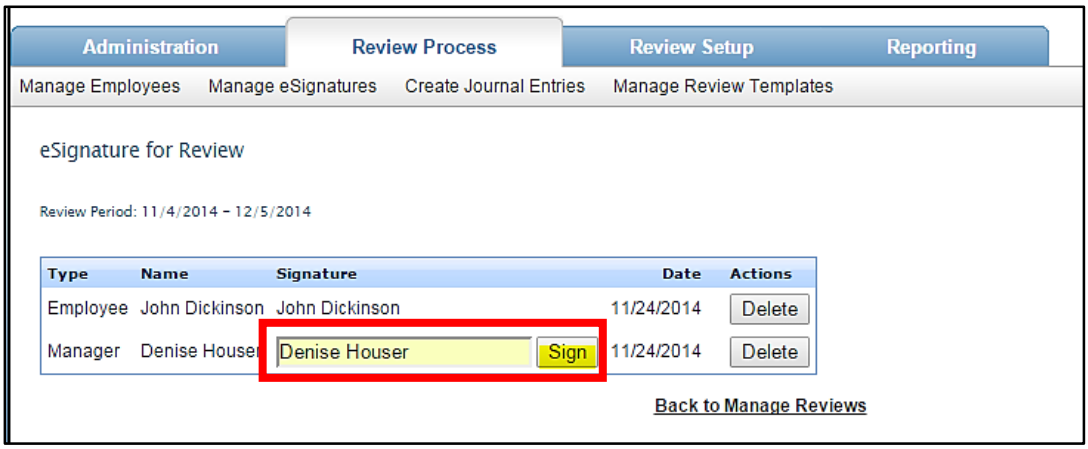
Add your comments and details in space provided.



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

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.**



Type your name and click **Sign.**