

## Review Snap Performance Review - Manager Reviews, Goals & Signatures

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

Click **Manage Employees**, then find the employee name in the drop down box (on the top of file folder), and click **Create or Complete a Review**.

Welcome Denise Houser

My Account Dashboard Split Screen Announcements 5 Logout

Dickinson

Administration Review Process Review Setup Reporting

Manage Employees Manage eSignatures Create Journal Entries Manage Review Templates

Manage Employees Add Individual Employee Import Employees Import Signatures Import Photos View Deactivated Users Export Review PDFs

Create or Complete a Review

Dickinson, John

JOHN DICKINSON

Email Address: jdickinson@dickinson.edu

Department: Performance Reviews

Manager(s): Denise Houser

Hire Date: 9/1/2013

Click **Continue**

Welcome Denise Houser

My Account Dashboard Split Screen Announcements 5 Logout

Dickinson

Administration Review Process Review Setup Reporting

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John Dickinson: Complete an Existing Review

Review Period	Reviewer	Reviewers
Demo (11/4/2014 - 12/5/2014) Change	Dickinson, John Change	Continue as Houser, Denise Finalize Delete

John Dickinson: Create a New Review

[Back to Manage Employees](#)

Click on the + sign to open up the employees self-review details shown below. The manager will write in the top box. Click **Next** and spellcheck will automatically run and move to the next page of Review. **Save** and **Previous** buttons are also options.

Goals from previous year

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

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Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Size, and Link/Unlink.

Great Job

Words: 0

Answers from Other Reviewers:

Name: John Dickinson  
Answer:  
Goals

John Dickinson: Recent Accomplishments

Recent Accomplishments

+ Reflect and comment on additional accomplishments within your normal duties and department.

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Size, and Link/Unlink.

Great Job

Words: 2

✓ = All Competencies & Comments have been filled-out

Previous Next Save Only Save and Exit

JOHN DICKINSON: Areas for Development

### Areas for Development

- Areas in which you feel you could develop further. Consider areas such as job knowledge, quality of performance, working relationship with supervisor, problem solving, creativity, initiative, leadership and supervisory responsibilities

[Redacted text]

Answers from Other Reviewers:  
Name: John Dickinson  
Answer: Training

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

Previous **Next** Save Only Save and Exit

John Dickinson: Support Required

### Support Required

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

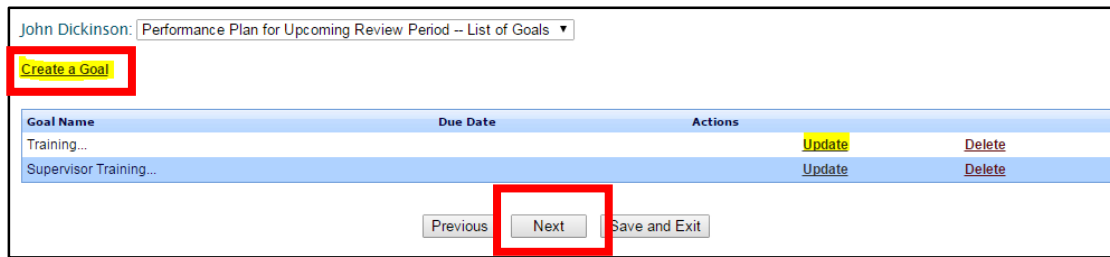
[Redacted text]

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

Previous **Next** Save Only Save and Exit

## To Create A Goal

As a manager you can **Create a Goal**, and add to the Goal the employee has made.



## To Add To A Goal

Click **Update**, and then add text to the Goal.

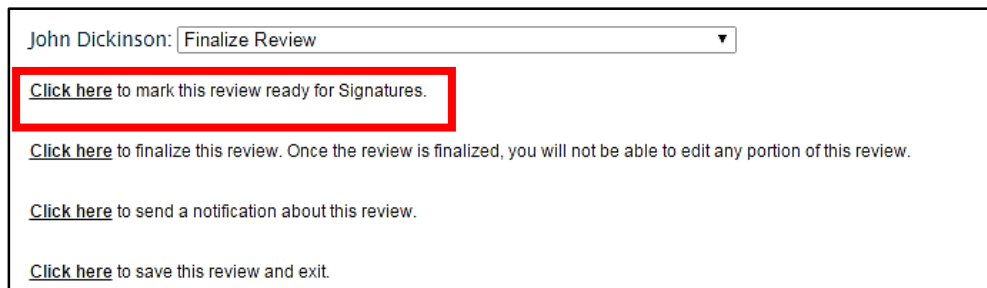
**NOTE:** Every time a goal is created, or changed both the Manager, and Employee will get an email letting them know of the change.

## Signatures

When you are done adding to the Goals, Click **Next**. At this time you can:

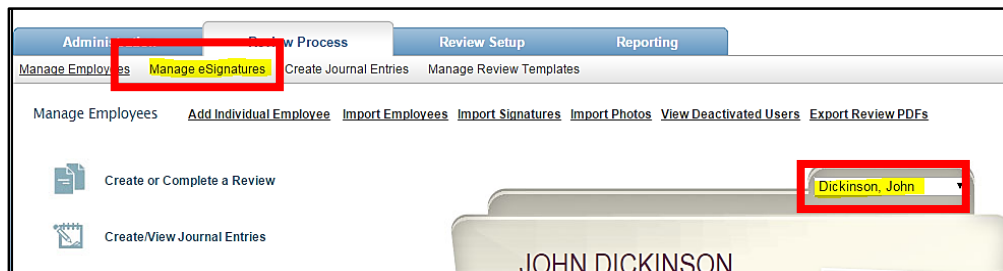
- A) Schedule your one on one with the employee and then send it off for signatures.
- B) Send it off for signature and then have your one on one.

**NOTE:** Once you send it off for signature the Review cannot be changed

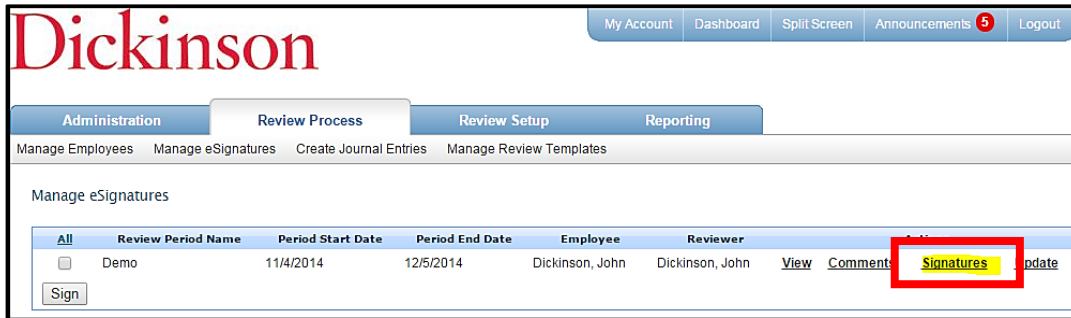


Once the employee signs the review, the Manager will get an email letting him/her know they should electronically sign the review.

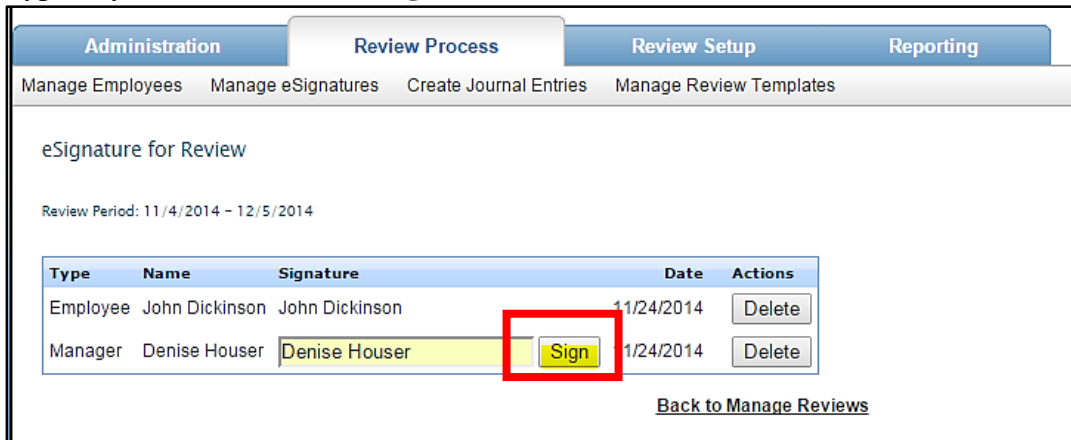
Log in to Review Snap, click **Manage esignatures**. Select your employee from drop down arrow on envelope.



Click **Signatures**

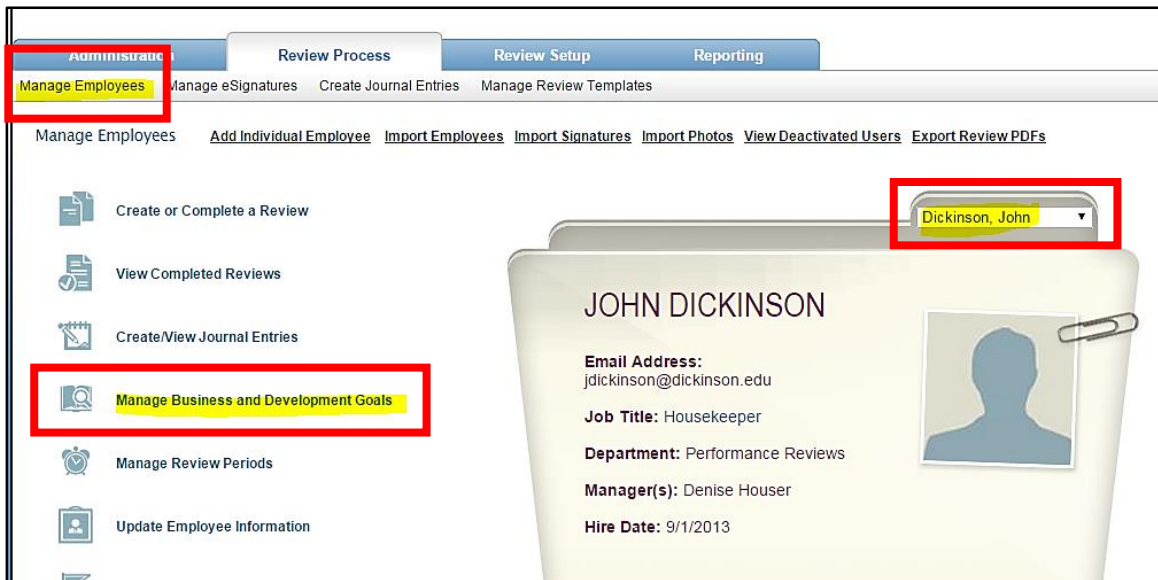


Type in your name and click **Sign**.

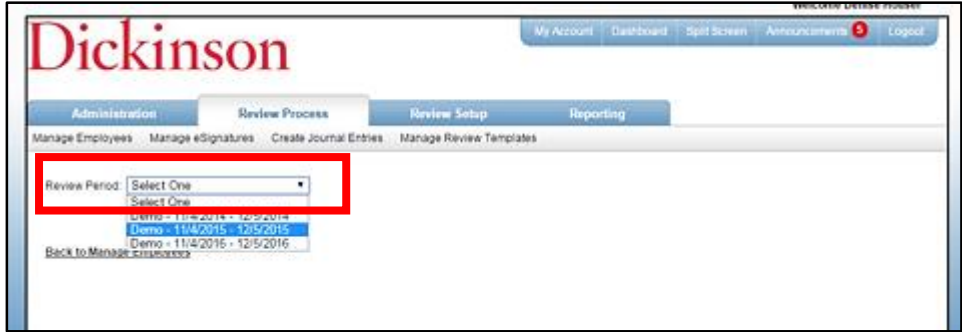


To Review/Change Goals Throughout Year

Click **Manage Employees**, find employee name in dropdown box, click on **Manage Business and Development Goals**.



Select the correct (upcoming **Review Period**) from the drop down arrow.



You can change the **Status**, and **Update** each goal.

