# 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.**



Click **Continue**

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.

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

| X | | | | ABC | | | | B | I | U | x₂ | x² | | | | | Size | ▼ | | |

Words: 0

Answers from Other Reviewers:

**Name:** John Dickinson
**Answer:**
Training

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

Previous    **Next**    Save Only    Save and Exit

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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.
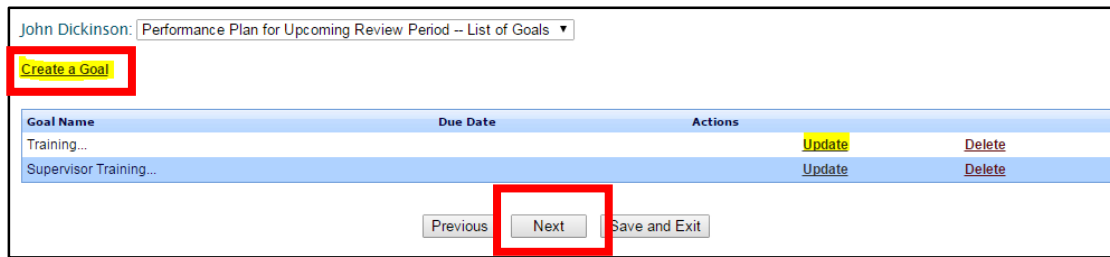
Words: 0

✔ = 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
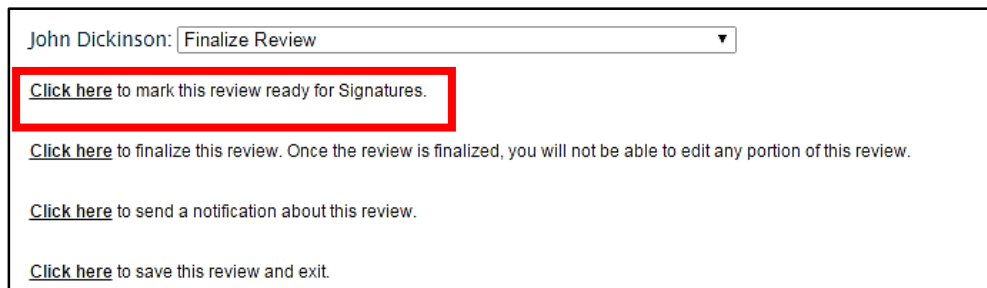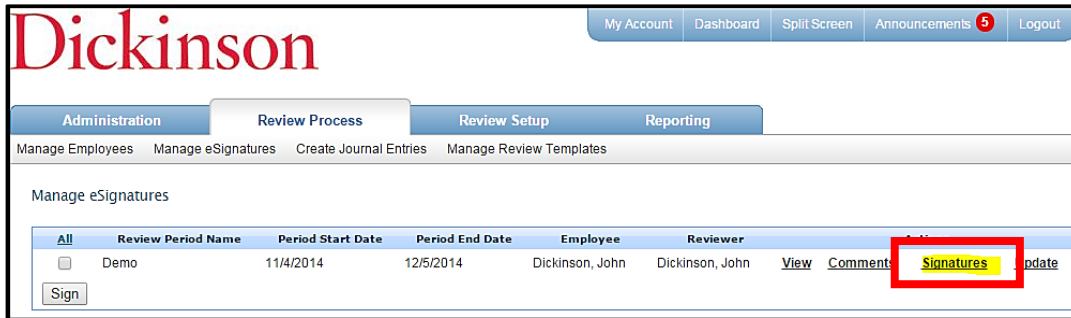


Once the employee signs the review, the Manager will get an email letting him/her know they should electronically sign the review.
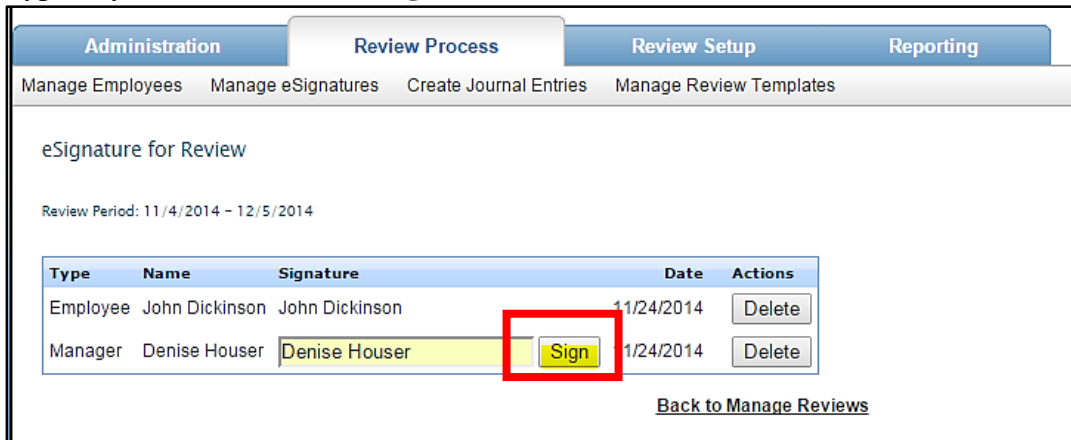
Log in to Review Snap, click **Manage esignatures.**  Select your employee from drop down arrow on envelope.
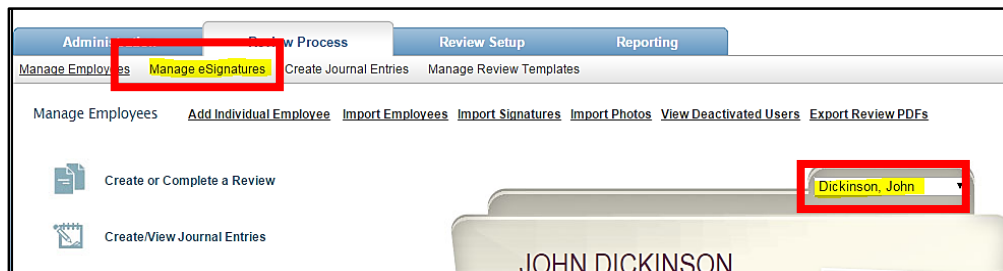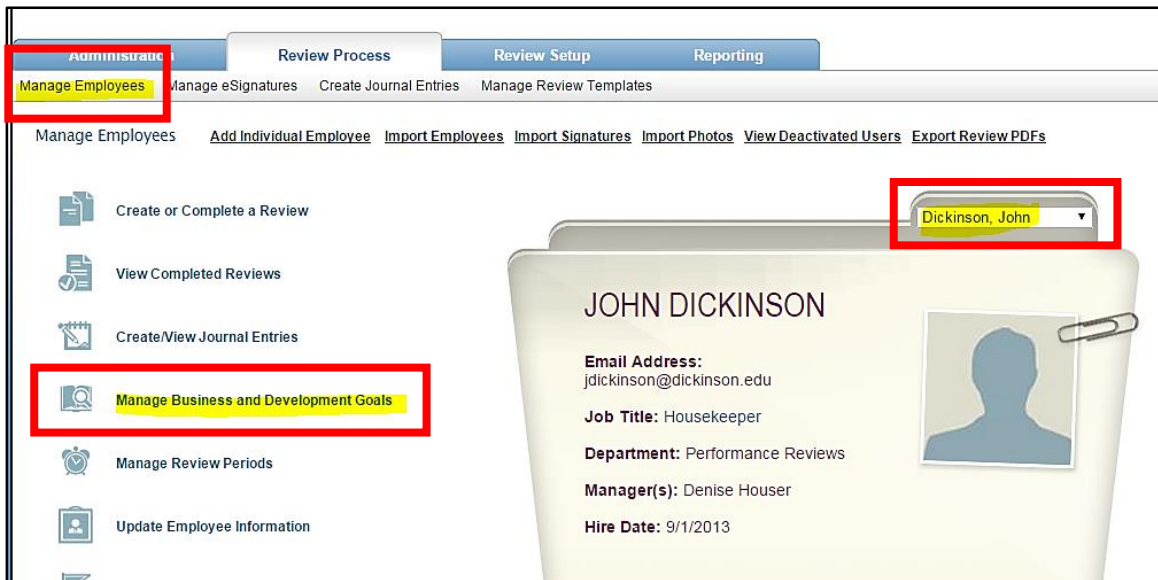
Click **Signatures**
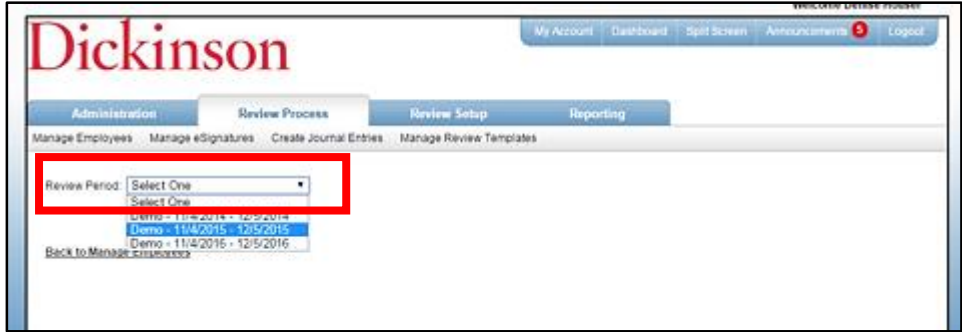


Type in your name and click **Sign.**



**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.