# REVIEWSNAP EMPLOYEE SELF-EVALUATION AND ACKNOWLEDMENT GUIDE

Getting Started

1. Log into **ReviewSnap** - *If you do not know your password, click "*Help! I can't log in*" and follow the instructions.*
   a. COMPANY NAME: Maricopa County Clerk of Court
   b. USERNAME: Your county email address
   c. PASSWORD: Your password. If you forget or need to reset, select "Help! I can't log in."
2. Click "**View Review**"- To start your self- evaluation, click "View Review."
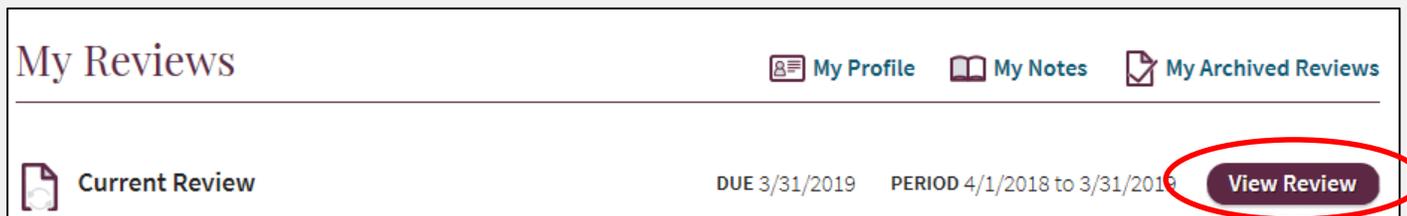
3. Scroll to the "notes" area of each competency. Click where it says "add a note" and type comments on how you feel you performed through the year. This will be where you enter SAR statements. Employees will NOT be rating themselves, only providing comments.
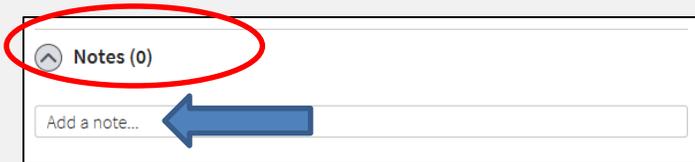

4. Click "add this note" and ensure the note still says "visible to my managers". If you do not ensure this is selected, your supervisor will not see comments and may assume your self-review is incomplete.
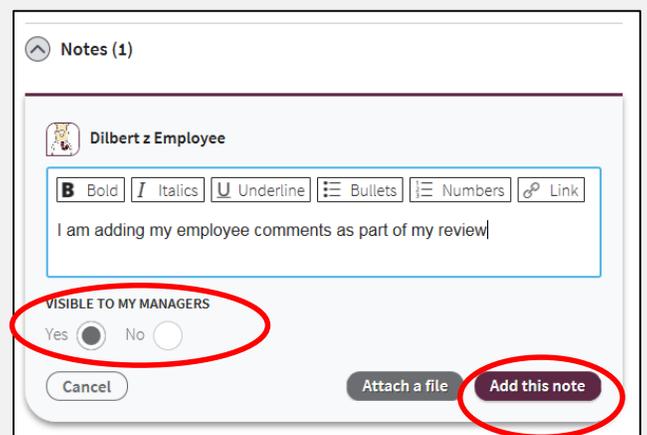
5. Continue through entire review and add notes under each competency. Once you have made comments in all competencies, exit the review. If you choose not to add comments, please add an "N/A" or "No Comment" to clarify you are choosing not to add comments.

6. If you need to pause completion of the review, everything will be saved. Just exit and return when you're ready to start again.

7. Email your supervisor when this is complete.

Employee submitting their Electronic Acknowledgement – AFTER review with Supervisor:

1. Supervisor will meet with employee and review PDF. After review, the Supervisor acknowledges (signs) the review by sending to the employee.
2. The Employee should select "acknowledge my review" on the main screen. By acknowledging the review, **you are acknowledging receipt of the review/signing the review**.
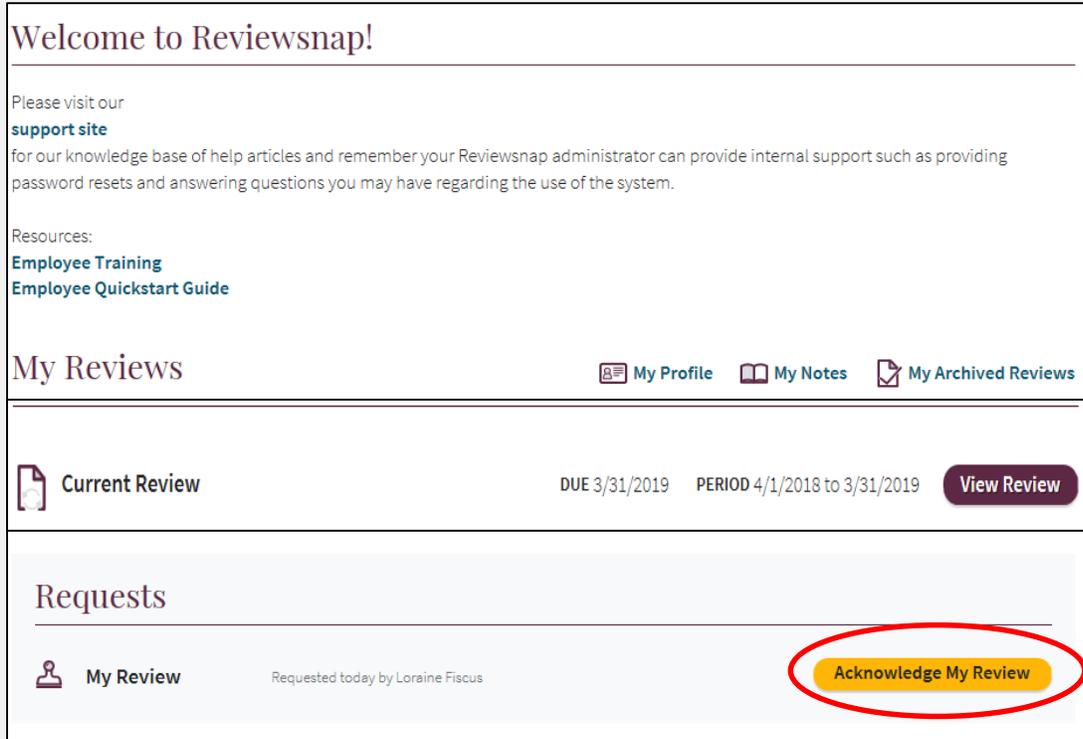
3. In the next screen, click "acknowledge." The employee may add comments.

4. Upon acknowledging, the employee will see the green box below.
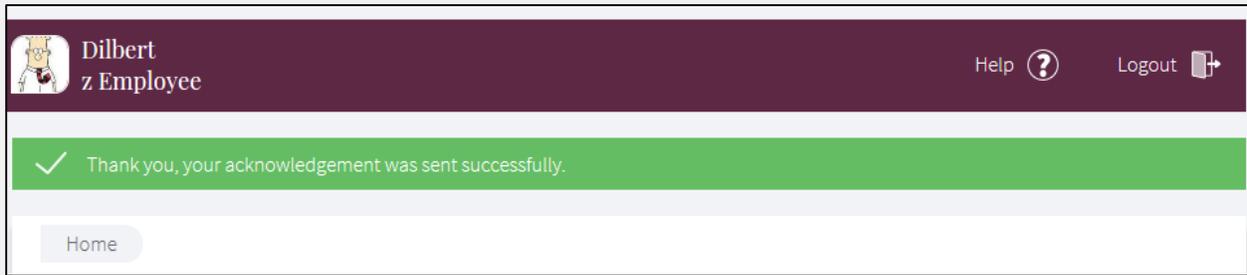
5. The review will then move to "archived" reviews on the home page