

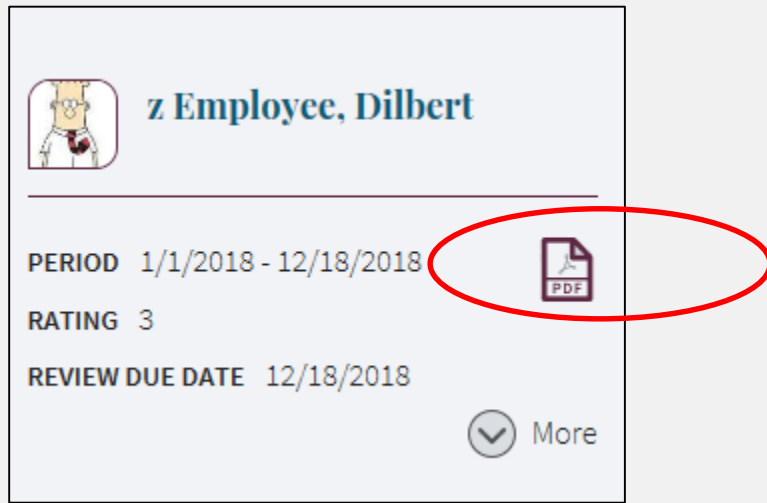
REVIEWSNAP SUPERVISOR GUIDE TO FINALIZE AN EVALUATION

One-On-One Meetings

Supervisors should meet with their employees to discuss the overall rating and their comments. Supervisors should print a copy of the evaluation to refer to during the one-on-one meeting.

Printing Instructions:

- Login to Reviewsnap
- Select the employee
- On the right and side, click on the PDF icon and print.



Request for Higher Review

During the one-on-one meeting the supervisor should ask if the employee will be requesting a higher review. If an employee advises they would like a higher review, they must email their direct supervisor with the basis of why a higher review is being requested. In that email, they must attach any and all documentation that may support a higher review. The supervisor will notify the next level of management who will be hearing the higher review. *Acknowledgment should be completed after the higher review is conducted.*

Necessary Edits

Supervisors have the ability to login to Reviewsnap and make edits to the evaluation (as long as it hasn't been finalized and archived). If, after meeting with the employee, the supervisor decides edits need to be made to the evaluation, they may do so. The edits made should not affect the overall rating. If they do, then the supervisor must consult with their Administrator.

Ready for Acknowledgement (signature)

1. Login to Reviewsnap
2. Select your employee
3. Click “send for approval.” By sending for approval to your employee, **you are acknowledging the review to be complete and accurate.** This is your “signature”. This sends the review to the employee to acknowledge the review (there will be no signature). You may place any comments for guidance on this page.



Review Workshop

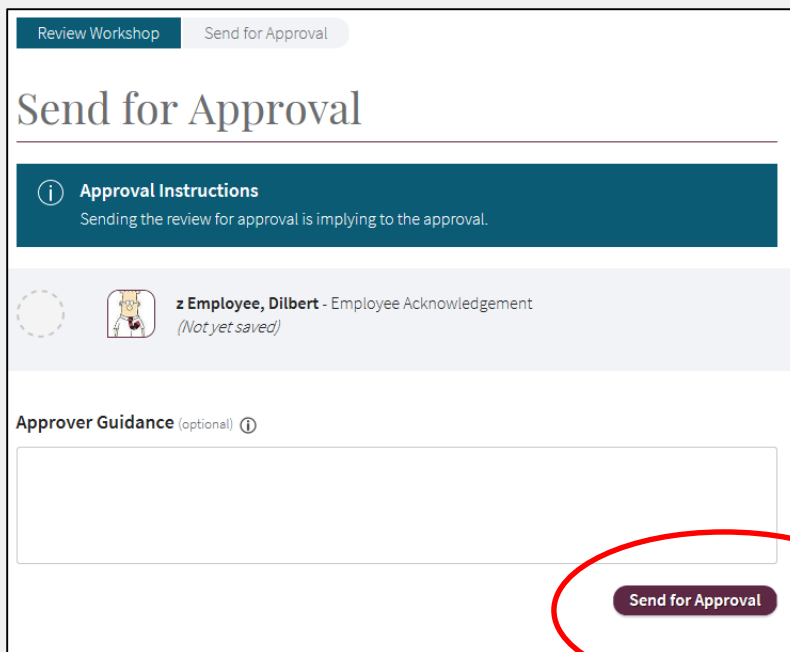
Annual Review for Dilbert z Employee

 Evaluate Review
Your Status: 100% ✓ 3




 Send For Approval
Approver Status: 0% Not yet started









Review Workshop Send for Approval

Send for Approval

 **Approval Instructions**
Sending the review for approval is implying to the approval.

  **z Employee, Dilbert** - Employee Acknowledgement
(Not yet saved)

Approver Guidance (optional) 



4. You can see status of review by clicking on “home.” In the below example, you can see the review is waiting for the manager to send the review and for Dilbert to sign.

The screenshot shows the 'My Reviews' dashboard. At the top, there are navigation links for 'My Profile', 'My Notes', and 'My Archived Reviews'. Below this, a 'Current Review' section displays 'DUE 3/31/2019' and 'PERIOD 4/1/2018 to 3/31/2019', with a 'View Review' button. A 'Direct Reports (7)' section includes a 'Sort by Due Date' dropdown, 'CURRENT' and 'FUTURE' filters, and a 'Find Direct Reports' search box. Underneath, a card for 'Dilbert z Employee' is shown, with a 'Court Operations Rep' review for the period '1/1/2018 - 12/18/2018'. A progress bar below the card shows four stages: 'Set Goals', 'Evaluating', 'Approval' (circled in red), and 'Complete by 12/18/2018'. A 'Notes • Profile' link is also visible.

Employee Submitting their Electronic Acknowledgment

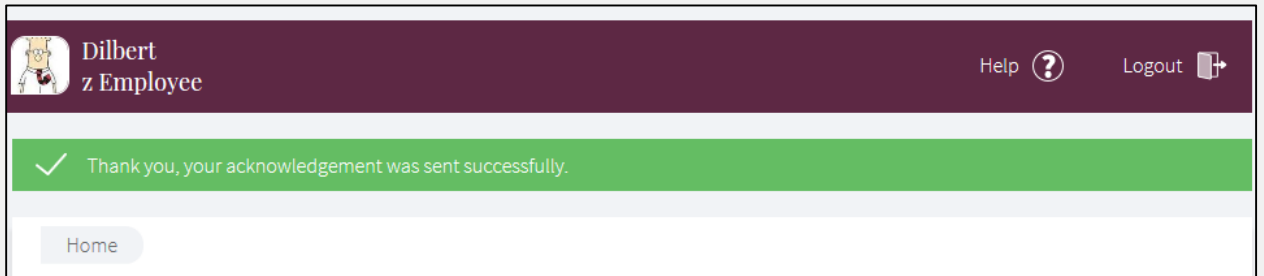
1. The Employee should select “acknowledge my review” on the main screen.

The screenshot shows the 'Welcome to Reviewsnap!' page. It includes a 'Please visit our support site' link and a paragraph about the knowledge base. Below that are 'Resources' for 'Employee Training' and 'Employee Quickstart Guide'. The 'My Reviews' dashboard is visible at the bottom, showing a 'Current Review' section with 'DUE 3/31/2019' and 'PERIOD 4/1/2018 to 3/31/2019', and a 'View Review' button. A 'Requests' section below shows a 'My Review' card for 'Requested today by Loraine Fiscus' with an 'Acknowledge My Review' button circled in red.

2. In the next screen, click “acknowledge.” The employee may add comments.



3. Upon acknowledging, the employee will see the green box below.



4. The review will then move to “archived” reviews on the home page.

