

# REVIEWSNAP SUPERVISOR ANNUAL EVALUATION GUIDE

## Supervisors 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. Select the employee review by clicking on their name

My Reviews My Profile My Notes My Archived Reviews

Current Review DUE 3/31/2019 PERIOD 4/1/2018 to 3/31/2019 View Review

Direct Reports (7) Sort by Due Date CURRENT FUTURE Find Direct Reports

**Dilbert z Employee**  
Notes • Profile

Court Operations Rep  
1/1/2018 - 12/18/2018

Set Goals Evaluating Approval Complete by 12/18/2018

3. Click on “Evaluate Review” to enter the evaluation.

Review Workshop

## Annual Review for Dilbert z Employee

**Evaluate Review**  
Your Status 22% 3

**Evaluate Review**

4. Verify the position, review period and Review due date. If anything is incorrect, email HR. Your employee will NOT have a rating until the review is started.

Review Workshop Evaluate Review

## Annual Review for Dilbert z Employee

Position Description [Manage Goals and Notes](#)

Position Court Operations Rep description

**z Employee, Dilbert**

PERIOD 1/1/2018 - 12/18/2018

RATING 3

REVIEW DUE DATE 12/18/2018

More

5. Begin rating by completing each competency by:
  - a. Click on “notes” to see employee comments.

### Interactions & Job Knowledge- Courtroom Clerk 40%

**INTERACTION: 50%**

- All communication/interaction is clear, professional and appropriate

Unacceptable Needs Improvement Valuable Commenda... Exemplary

Notes (1)

Rating scale

- b. Click “copy to comment”. You may need to click on this twice for the comment to populate.
- c. Click “add this comment.”
- d. Rate the employee on the rating scale.

- e. Add your own comments in the “add a comment” section. It is a good idea to add your name in front of your comments to differentiate comments.

The screenshot shows a comment interface. At the top, a user profile for 'Dilbert z Employee' is shown with the text 'Created 12 days ago' and the comment 'No really, I'm pretty awesome.'. A red circle highlights the 'Copy to Comment' link. Below this is a 'Comments (0)' section. Underneath is a comment input area for 'Loraine Fiscus' (L.F.) with a rich text editor toolbar containing 'Bold', 'Italics', 'Underline', 'Bullets', 'Numbers', and 'Link'. Below the toolbar is a text input field with the placeholder 'Add a comment...'. At the bottom of the input area are three buttons: 'Cancel', 'Attach a file', and 'Add this comment'. A red circle highlights the 'Add this comment' button.

**\*\*You MUST ensure both employee and manager comments are visible in the final review.\*\***

The screenshot shows a single text input field with a light blue background and the placeholder text 'Add a comment...'.

6. Coaching tips are available in the comment area to help guide you. These tips should be used as a starting point and **should not be used as your only comments**. Click the + to add.

The screenshot shows a comment interface for a user named 'Mister z Manager'. At the top, it says 'Comments (0)'. Below the user's name is a rich text editor with buttons for Bold, Italics, Underline, Bullets, Numbers, and Link. A text input field contains the placeholder 'Add a comment...'. Below the input field is a section titled 'Coaching Tips' (circled in red), which contains three tips, each preceded by a plus sign (+):  
1. You possess the level of knowledge required for your position.  
2. You exhibit a broad and deep knowledge about all aspects of your job and can convey important details about the job as necessary.  
3. You struggled to grasp fundamental concepts related to your job which meant that you had to ask for help on numerous occasions.  
At the bottom of the interface are three buttons: 'Cancel', 'Attach a file', and 'Add this comment'.

7. Scroll down and complete each competency.

Need to take a break? No problem! The Review will update and ask you to save as you go. You can exit by closing out or clicking on "Return to workshop" and pick back up by following the steps above. You will see your progress for the review on the right when you are in the review.

8. At the end of the review, add any final information in the "Summary" comment section.

**\*\*NOTE- This year, attendance, policies, and ethics are incorporated into other review sections and will NOT be rated separately.\*\***

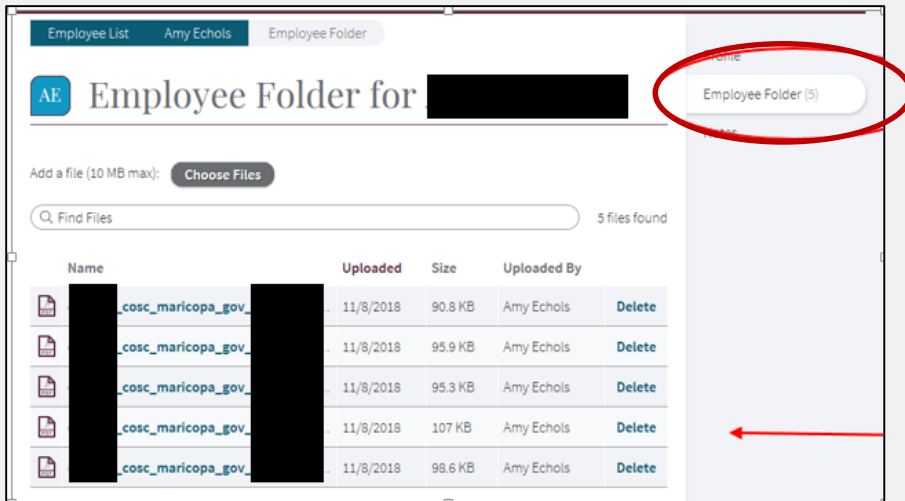
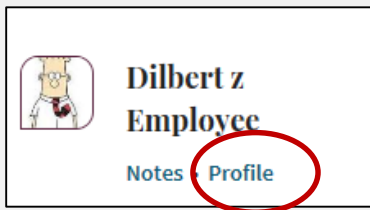
9. Once you have given a rating to all competencies, you will see the following box at the top.



10. Click "return to workshop".

11. Now that you are done with your review, follow the step by step guide to finalize an evaluation.

**If you would like to see year over year information, 2017 -2018 and prior reviews are listed in the employee profile.**



You can see prior reviews here.