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

3. Click on "Evaluate Review" to enter the evaluation.

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.

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

   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.

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

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.

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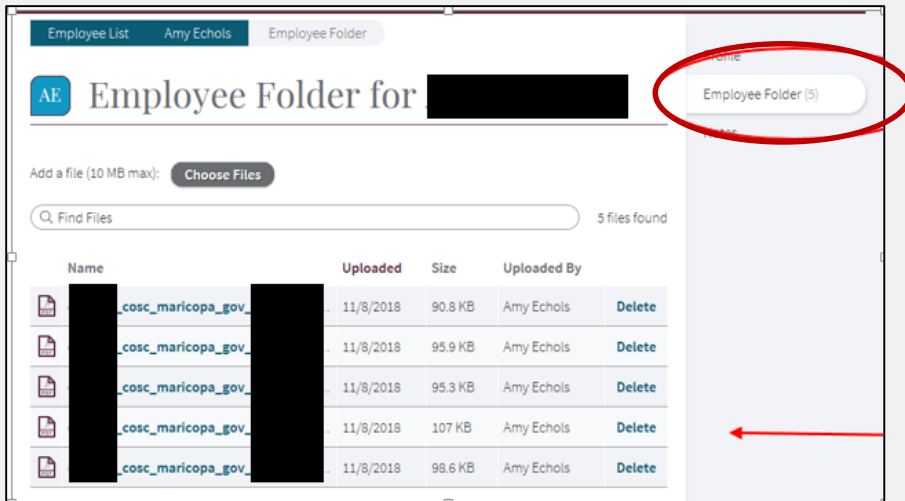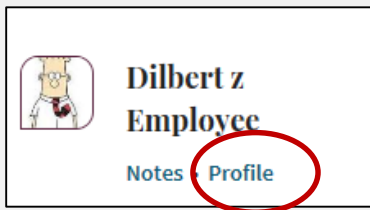
9. Once you have given a rating to all competencies, you will see the following box at the top.

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.