



Performance Management System Reference Guide – Employees

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Have question? Contact your Account Manager or call
reviewsnap™ at 1-800-516-5849



The **reviewsnap**™ performance management system is a complete, web-based, on-demand system. You can access and manage your individual performance reviews, goals and 360 degree feedback surveys simply by logging in from any computer that has access to the Internet.

As you use the system, remember that you will manage the processes largely from the navigation tabs across the top of each page. The **reviewsnap**™ performance management system is easy to use. If you are unable to access any of the features described in this guide, contact your System administrator.

If you need further assistance, call **reviewsnap**™ Customer Service at **1-800-516-5849**



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Welcome Page

The Welcome Page is the opening page and includes the main navigation tabs with category tabs under each main tab.



Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Welcome Page

Dashboard

By clicking the Dashboard, you can now go direct to see any outstanding items and click on a link to complete those actions directly on that page.

Welcome Kathy Sullivan

My Account | Dashboard | Split Screen | Use Mobile Site | Logout

reviewsnap

Review Process

Manage Reviews | Manage eSignatures | 360 Degree Surveys | Create Journal Entries

Welcome Kathy Sullivan

Welcome to Reviewsnap, the leading web performance management system. It is available 24 hours a day, 7 days a week, from any computer with Internet access.

Dashboard

Reviews

	Review Period	Due
Kathy Sullivan	1/1/2014 - 12/31/2014	8/1/2014

Signatures

Goals

360s

Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Welcome Page

Split Screen

Click Split Screen to view multiple documents at the same time. you can reference Performance Reviews, 360 Degree Surveys, Goals, and Journal Entries while you are completing a review.

The screenshot shows the reviewsnap interface. At the top right, it says "Welcome Kathy Sullivan" with navigation links: "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". A red arrow points to the "Split Screen" link. Below this is a "Review Process" tab with sub-tabs: "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". The main content area says "Welcome Kathy Sullivan" and "Welcome to Reviewsnap, the leading web performance management system. It is available 24 hours a day, 7 days a week, from any computer with Internet access."

The bottom part of the image shows a split-screen view. The left pane is titled "Kathy Sullivan: Review of Performance" and contains "Instructions" for the review process. The right pane is titled "Kathy Sullivan: View Performance Reviews" and contains a table of review periods. A red arrow points to the "Performance Reviews" dropdown menu in the right pane.

Review Period Name	Period Start Date	Period End Date	Reviewers	Status	Actions
2014-Annual Review	1/1/2014	12/31/2014	Gray, Ken	Complete	View
2014-Annual Review	1/1/2014	12/31/2014	Self	Incomplete	View
2013-Annual Review	1/1/2013	12/31/2013	Gray, Ken	Complete	View
2012-Annual Review	1/1/2012	12/31/2012	Gray, Ken	Complete	View
2011-Annual Review	1/1/2011	12/31/2011	Gray, Ken	Complete	View

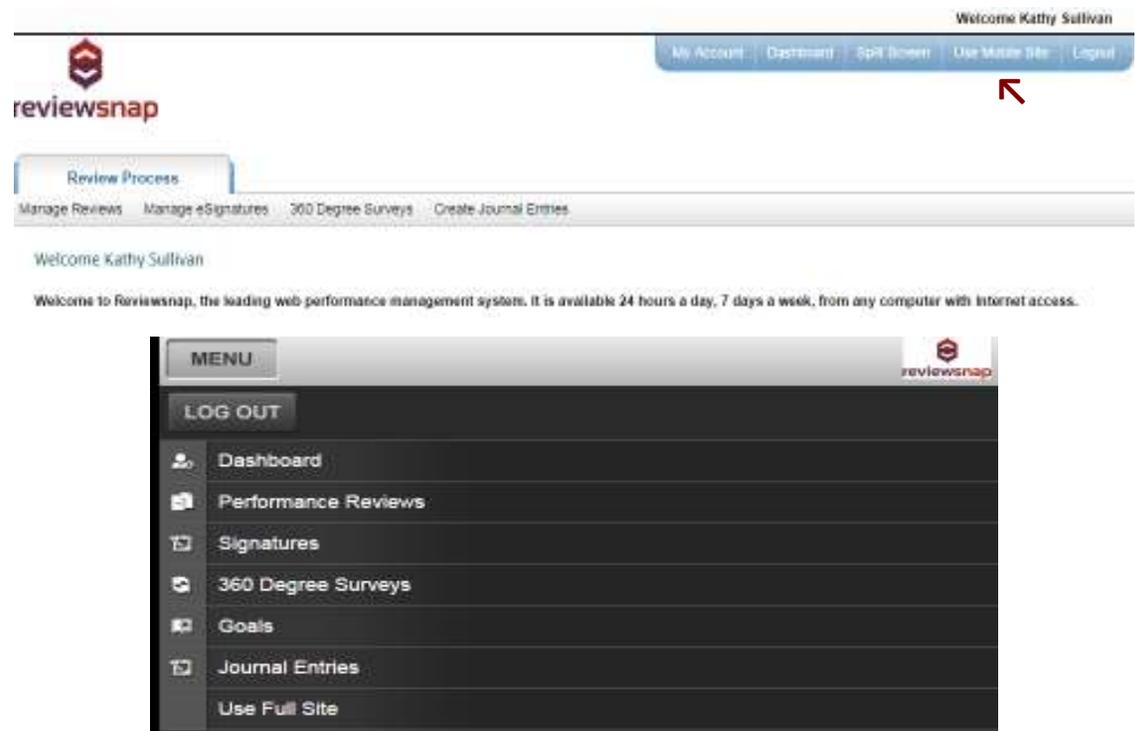
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Welcome Page

Mobile Site

The mobile app is now live, and users can complete reviews, 360 degree surveys, manage goals, create journal entries, and sign off on reviews through any mobile device.



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Review Process Manage Reviews

Manage Reviews

Create or Complete a Review

Navigate to Manage Reviews:

Click: Create or Complete a Review

You will be completing a Self Review

The screenshot shows the reviewsnap user interface. At the top right, it says "Welcome Kathy Sullivan". Below the logo, there are navigation links: "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The main navigation bar includes "Review Process", "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Under "Manage Reviews", there is a list of options: "Create or Complete a Review" (highlighted with a red arrow), "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". On the right, a user profile card for "KATHY SULLIVAN" is displayed, showing her email address (sullivan@reviewsnap.com), location (Cape Coral), job title (Advertising Media Buyer), department (Sales/Marketing), manager(s) (Ken Gray), and hire date (11/10/2008).

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Review Process Manage Reviews

Manage Reviews

Create or Complete a Review

Select an available review period then click Continue

Select a review template then click Continue

Confirm employee, review period, and template information then click Continue

Note: Once you proceed past this step, you will not be able to change template for this review

Kathy Sullivan: Create a New Review

Select an available review period to create the review for.

2014-Annual Review (1/1/2014 - 12/31/2014) ▼



Kathy Sullivan: Select a Template

Select a template to create this review from:

Employee Performance Review ▼



Review Your Selections

Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.

Employee: Sullivan, Kathy (ksullivan@reviewsnap.com)

Review Period: 1/1/2014 - 12/31/2014

Template Name: Employee Performance Review

Continue Cancel Print Blank Evaluation Form



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Review Process

Manage Reviews

Manage Reviews

Create or Complete a Review

Provide competency ratings and comments as required

Competency Description	N/A	U	BE	ME	EE	O
Recognizes job priorities and works accordingly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Demonstrates complete understanding of all facets of his/her job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Comments/Suggestions: Comment Suggestions

I feel my my knowledge is very good and I do it well. There is always room to increase my specific Job facets

Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Review Process

Manage Reviews

Manage Reviews

Create or Complete a Review

Enter goal ratings and comments as required then click Next

(Optional Step) Set goals for the upcoming review period then click Next

Kathy Sullivan: Review of Progress in Meeting Goals

Scale Legend

- Not Applicable (N/A): Employee too new to be rated or competency not applicable to employee.
- Unacceptable (U): Performance is inadequate and inferior to the standards of performance required for this position. Performance at this level cannot be allowed to continue.
- Below Expectations (BE): Performance does not consistently meet the standards of performance for this position. Serious effort to improve performance is needed.
- Meets Expectations (ME): Performance consistently meets the standards of performance for this position.
- Exceeds Expectations (EE): Performance regularly exceeds the standards of performance for this position.
- Outstanding (O): Performance is consistently far superior to the standards for this position.

Company Goal
Project

Goal Description: Create new media contact list Update N/A U BE ME EE O

Comments: On target

Kathy Sullivan: Performance Plan for Upcoming Review Period -- List of Goals

[Create a Goal](#)

Goal Name	Due Date	Actions	Category
Displays commitment to achieving overall company goals and objectives...			Company Goal Update
Obt certification as a Media Buyer through the Ad Media Association...	6/15/2015		Training-Skill Enhancement Update

Previous Next Save and Exit

Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Review Process

Manage Reviews

Manage Reviews

Create or Complete a Review

Provide summary comments as required then click Next

Note: At any step during the process, the self-review may be saved and accessed at another time for completion by clicking Save and Exit.

To continue the Self Review, click Create or Complete a Review, then click Continue.

Kathy Sullivan: Overall Comments

Overall Comments:

I really enjoy my job and feel I am a valued team member

Previous Next Save Only Save and Exit

Kathy Sullivan: Complete an Existing Review

Review Period	Start Date	End Date	Reviewer	Actions
2014-Annual Review	1/1/2014	12/31/2014	Self	View Reviewers Continue

Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Review Process

Manage Reviews

Manage Reviews

Create or Complete a Review

If your Self Review is separate from the manager review, then click to finalize

If Self Review is combined with Mgr review:

- After completing all sections of your review you will come to this page. To properly hand off the review to your manager to complete their part you will click on the "Click here to hand off this review to your manager" link.
- The "Click here to send a notification about this review" link allows you to send the review to other managers to view. This is an option generally used by managers to send to other managers. This is not the link you will click on to properly handoff the review and you will need to ignore this link as the employee handing off your self-review.
- The "Click here to save this review and exit" link allows you to save your progress and come back and finish it later. This link will not give the manager access to complete their review on the employee.

Kathy Sullivan:

[Click here](#) to finalize this review. Once the review is finalized, you will not be able to edit any portion of this review.



[Click here](#) to send a notification about this review.

[Click here](#) to save this review and exit.

Kathy Sullivan:

[Click here](#) to hand off this review to your manager.



[Click here](#) to send a notification about this review.

[Click here](#) to save this review and exit.

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Review Process

View Completed Reviews

Manage Reviews

View Completed Reviews

To view completed self-reviews and/or manager reviews:

Navigate to Manage Reviews / View Completed Reviews

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan". Below this is a navigation bar with links for "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The main navigation menu includes "Review Process", "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Under the "Manage Reviews" section, there is a list of options: "Create or Complete a Review", "View Completed Reviews" (highlighted with a red arrow), "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". To the right of this menu is a user profile card for "Kathy Sullivan" with a dropdown menu showing "Sullivan, Kathy". The profile card includes a photo and the following information: "Email Address: sullivan@reviewsnap.com", "Location: Cape Coral", "Job Title: Advertising Media Buyer", "Department: Sales/Marketing", "Manager(s): Ken Gray", and "Hire Date: 11/10/2008".

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Review Process

View Completed Reviews

Manage Reviews

View Completed Reviews

Click View to open a copy of a completed review for viewing, saving and/or printing

Click comments to view or print any comments that were added during the signature stage

Note: The ability to view a signed and finalized review must be granted by your manager or the system administrator.

Kathy Sullivan: View a Completed Review

Review Period Name	Period Start Date	Period End Date	Reviewer	Actions
2014-Annual Review	1/1/2014	12/31/2014	Gray, Ken	View Reviewers Comments
2013-Annual Review	1/1/2013	12/31/2013	Gray, Ken	View Reviewers
2012-Annual Review	1/1/2012	12/31/2012	Gray, Ken	View Reviewers
2011-Annual Review	1/1/2011	12/31/2011	Gray, Ken	View Reviewers



Review Process Create/View Journal Entries

Create/View Journal Entries

Journal entries are ad hoc notes that can be made at any time. To create new entries and/or update entries that you have previously created on yourself:

Navigate to Manage Reviews / Create/View Journal Entries

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan" with links for "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The main navigation bar includes "Review Process" (highlighted), "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Below this, the "Manage Reviews" section contains a list of options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries" (indicated by a red arrow), "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". To the right, a user profile card for "KATHY SULLIVAN" is shown, featuring a photo and details: Email Address: sullivan@reviewsnap.com, Location: Cape Coral, Job Title: Advertising Media Buyer, Department: Sales/Marketing, Manager(s): Ken Gray, and Hire Date: 11/10/2008.

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Review Process

Create/View Journal Entries

Create/View Journal Entries

Create, print, and/or filter Journal Entries

Note: The paperclip icon indicates that the entry has an associated attachment.

Kathy Sullivan: Journal Entries

[Create a New Journal Entry](#)

[Print Journal Entries](#)

From:  To: 

Goal Status

Title	Created By	Date	Actions
Update goals		2/28/2014	View

Review Status

Title	Created By	Date	Actions
Review-2014		8/12/2014	View
 2013 Annual Review		6/23/2014	View

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Review Process

Create/View Journal Entries

Create/View Journal Entries

Add new entries and/or update existing entries

Note: Private entries are only visible to the person who created them.

External documentation, such as prior year performance reviews, can be linked to the **reviewsnap™** system using the Journal Entry functionality. Simply create an entry and browse to where the file is stored.

Kathy Sullivan: Create a Journal Entry

Private Entry:

Category: Meeting

Journal Title: Meeting on Media Buyers List

Journal Entry:

I have attached the meeting notes that were for the Marketing meeting on status of the media buyers list

Words: 19

Attachment: No file chosen
(* PDF, XLS, XLSX, CSV, DOC, DOCX, EML, MSG, JPG, GIF, or MP3)

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Review Process Manage Business and Development Goals

Manage Business and Development Goals

To manage your goal plan:

**Navigate to Manage Reviews / Manage Business and
Development Goals**

Note: The Administrator determines if the employee
can manage their own goals.

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan" and includes links for "My Account", "Dashboard", "Sign Out", "Use Mobile Site", and "Logout". The reviewsnap logo is on the left. A navigation bar contains "Review Process" (highlighted), "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Below this, a "Manage Reviews" section lists several options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals" (highlighted with a red arrow), "Manage 360 Degree Surveys", and "Update Employee Information". On the right, a user profile card for "KATHY SULLIVAN" is shown, featuring a photo and details: Email Address: sullivan@reviewsnap.com, Location: Cape Coral, Job Title: Advertising Media Buyer, Department: Sales/Marketing, Manager(s): Ken Gray, and Hire Date: 11/10/2008.

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Review Process Manage Business and Development Goals

Manage Business and Development Goals

Select the appropriate review period

Click add business goals and/or update existing goal details

Click add development goals details

Review Period: 2015 Annual Review - 1/1/2015 - 12/31/2015 ▼



Kathy Sullivan: Manage Business Goals

[Add a Goal](#) [Print Goals](#)

Name	Due Date	Status	Category	
Displays commitment to achieving overall company goals and objectives.		On Target	Company Goal	Update
Get certification as a Media Buyer through the Ad Media Association	6/15/2015	New Goal - Not Yet Started	Training-Skill Enhancement	Update



Kathy Sullivan: Manage Development Goals

[Add a Goal](#) [Print Goals](#)

Name	Due Date	Status
------	----------	--------

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Review Process Manage Business and Development Goals

Manage Business and Development Goals

Business Goals

Add business goals and/or update existing goal details

Click **Create** to save the entry and exit this screen

Click **Cancel** to exit this screen without saving the entry

Click **Create and Add New Goal** to save the entry and remain in this screen to enter another

Katry Sullivan: Create a Goal

Category: Project

Goal Descriptor:

Rich text editor for Goal Descriptor with the text "Create a Media Ad Rate Guide".

Create Date: 9/24/2014

Due Date: 8/1/2015

Allow Rollover to next Review Period

Status: New Goal - Not Yet Started

Actions/Comments:

Rich text editor for Actions/Comments, currently empty.

Create

Cancel

Create and Add New Goal



Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



Review Process Manage Business and Development Goals

Manage Business and Development Goals

Development Goals

(Optional) Add Development goals and/or update existing goal details

Click Create to save the entry and exit this screen

Click Cancel to exit this screen without saving the entry

Click Create and Add New Goal to save the entry and remain in this screen to enter another

Kathy Sullivan: Create a Development Goal

Category: Training

Goal Description:

Rich text editor interface with the following text: "Take course on Time Mangement". The editor includes a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, font size, and link. A word count indicator at the bottom right shows "Words: 5".

Create Date: 9/24/2014

Due Date: 3/15/2015

Allow Rollover to next Review Period. *The Next Review Period Has Not Been Created

Status: New Goal - Not Yet Started

Competency Group(s):

- Communications Skills
- Organizing and Time Management
- Professional Development

Create Cancel Create and Add New Goal

Have question? Contact your Account Manager or call
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Review Process Manage Business and Development Goals

Manage Business and Development Goals

If a goal is to be carried forward to the next review period, then check 'Allow Rollover to Next Review Period'

If this box was not checked, then selected goals can still be copied to the next active review period. Check box on the goal, then select Review period to copy to, then click 'Copy Selected Goals to'

Category:

Goal Description: Displays commitment to achieving overall company goals and objectives.

Create Date: 8/12/2014
Due Date:

Allow Rollover to next Review Period. *The Next Review Period Has Not Been Created

↖

Goal Name	Due Date	Status	Category
<input checked="" type="checkbox"/> Displays commitment to achieving overall company goals and objectives	12/31/2015	On Target	Company Goal
<input checked="" type="checkbox"/> Create new media contact list	10/30/2014	Moderately ahead of schedule	Project

Copy Selected Goals To:

↖

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Review Process Manage 360 Degree Surveys

Manage 360 Degree Surveys

To view the anonymous survey summary for a completed 360 degree survey for which you are the subject:

Navigate to Manage Reviews / Manage 360 Degree Surveys

Click View Summary to open a copy of a completed survey for viewing, saving and/or printing

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan" with links for "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The reviewsnap logo is on the left. A "Review Process" tab is active, with sub-tabs for "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Under "Manage Reviews", there is a list of actions: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys" (highlighted with a red arrow), and "Update Employee Information". To the right, a user profile card for "Kathy Sullivan" is shown, containing her name, email address (sullivan@reviewsnap.com), location (Cape Coral), job title (Advertising Media Buyer), department (Sales/Marketing), manager (Ken Gray), and hire date (11/10/2008).

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Review Process

Manage 360 Degree Surveys

Manage 360 Degree Surveys

Click View Summary to open a copy of a completed survey for viewing, saving and/or printing

Note: The ability to view the anonymous finalized survey summary must be granted by the survey administrator (the person who created the survey).

End Date	Administrator	Description	Actions
9/25/2014	Bayer, Tim	Kathy Sullivan 360 Survey	View Summary





Review Process Update Employee Information

Update Employee Information

To update your password:

Navigate to Manage Reviews / Update Employee Information

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan". Below this is a navigation bar with links for "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The main navigation menu includes "Review Process", "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". Under "Manage Reviews", there is a list of options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information", which is highlighted with a red arrow. To the right, a folder icon labeled "Sullivan, Kathy" is open, showing a card for "KATHY SULLIVAN" with a photo and the following details: "Email Address: sullivan@reviewsnap.com", "Location: Cape Coral", "Job Title: Advertising Media Buyer", "Department: Sales/Marketing", "Manager(s): Ken Gray", and "Hire Date: 11/10/2008".

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Review Process Update Employee Information

Update Employee Information

To update your password:

Type the new password in both fields and click Update

Note: If you have attempted to login 5 times and failed, the system will automatically lock you out from attempting another login. When this happens, contact your system Administrator to assign a new password. After successfully logging in, you can then change your password and hit update.

Employee Information

Username: sullivan@reviewsnap.com

Change Current Password:

Confirm Changed Password:

- Minimum required length: 6 characters
- Must include at least 2 of the following character types: uppercase, lowercase, numbers, and special characters

Email: sullivan@reviewsnap.com

First Name: Kathy

Last Name: Sullivan

Update

Cancel

Have question? Contact your Account Manager or call
reviewsnap™ at 1-800-516-5849



Review Process Manage eSignatures

Manage eSignatures

The system enables a paperless review process by allowing eSignatures.

When a review form requires your signature:

You will receive a system notification that your review is ready for your signature.

Navigate to Manage eSignatures and Click

The screenshot shows the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan". Below the logo, there is a navigation bar with "Review Process" selected. Under "Review Process", "Manage eSignatures" is highlighted with a red arrow. Below this, there is a "Manage Reviews" section with several options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". To the right, there is a user profile card for "KATHY SULLIVAN" with a photo and details: "Email Address: sullivan@reviewsnap.com", "Location: Cape Coral", "Job Title: Advertising Media Buyer", "Department: Sales/Marketing", "Manager(s): Ken Gray", and "Hire Date: 11/10/2008".

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Review Process Manage eSignatures

Manage eSignatures

Click View to read the completed review

You can add comments about your review by clicking Comments before you sign. Enter comments and click Submit.

Click Signatures and enter your name, then Submit

Note: If you sign first and do not enter any comments, Then you will need to contact the system Administrator to reset for you to add a comment.

Manage eSignatures

Review Period Name	Period Start Date	Period End Date	Employee	Reviewer	Actions		
2014-Annual Review	1/1/2014	12/31/2014	Sullivan, Kathy	Gray, Ken	View	Comments	Signatures

Employee Review Comments



Review Period: 1/1/2014 - 12/31/2014

Employee Comments (Optional):

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I think my review was very fair and I enjoy working with Ken.



[Back to Manage Signatures](#)

Type	Name	Signature	Date	Actions
Manager	Ken Gray	Ken Gray	9/25/2014	
Employee	Kathy Sullivan	<input type="text" value="Kathy Sullivan"/>	9/25/2014	<input type="button" value="Sign"/>



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Review Process 360 Degree Surveys

360 Degree Surveys

You will receive a system notification to be a rater for a 360 Degree Survey.

**To view 360 Degree Surveys that require your input:
Navigate to Review Process / 360 Degree Surveys**

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan" with links for "My Account", "Dashboard", "Sign Out", "Use Mobile App", and "Logout". The main navigation bar includes "Review Process", "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". A red arrow points to the "360 Degree Surveys" link. Below this, a "Manage Reviews" section lists several options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". On the right side, there is a user profile card for "KATHY SULLIVAN" with a photo and the following details: Email Address: sullivan@reviewsnap.com, Location: Cape Coral, Job Title: Advertising Media Buyer, Department: Sales/Marketing, Manager(s): Ken Gray, and Hire Date: 11/10/2008.

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Review Process 360 Degree Surveys

360 Degree Surveys

Click **Start** under **Actions** to begin survey

Provide competency ratings and comments as required, clicking Next to advance

[Optional Step] Provide summary comments as required then click Next

Finalize the survey

Note: At any step during the process, the survey may be saved and accessed at another time for completion, but it must be completed by the due date.

360 Degree Surveys

End Date	Employee	Description	Status	Actions
9/30/2014	Gray, Ken	Ken Gray 360 Survey	Not Started	Start



Ken Gray: Finalize Survey

[Click here](#) to finalize this survey. Once the survey is finalized, you will not be able to edit any portion of this survey.



[Click here](#) to exit this survey.



Review Process Create Journal Entries

Create Journal Entries

Journal entries are ad hoc notes that can be made at any time. To create new entries and/or view entries that you have previously created for others:

Navigate to Create Journal Entries

The screenshot displays the reviewsnap web application interface. At the top right, it says "Welcome Kathy Sullivan" with links for "My Account", "Dashboard", "Split Screen", "Use Mobile Site", and "Logout". The reviewsnap logo is on the left. A "Review Process" tab is active, with sub-tabs for "Manage Reviews", "Manage eSignatures", "360 Degree Surveys", and "Create Journal Entries". A red arrow points to the "Manage Reviews" sub-tab. Below this, a "Manage Reviews" section contains several options: "Create or Complete a Review", "View Completed Reviews", "Create/View Journal Entries", "Manage Business and Development Goals", "Manage 360 Degree Surveys", and "Update Employee Information". On the right, a user profile card for "Sullivan, Kathy" is shown, featuring a photo and the following details: "KATHY SULLIVAN", "Email Address: sullivan@reviewsnap.com", "Location: Cape Coral", "Job Title: Advertising Media Buyer", "Department: Sales/Marketing", "Manager(s): Ken Gray", and "Hire Date: 11/10/2008".

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Review Process Create Journal Entries

Create Journal Entries

For an employee to create Journal Entries on any other employee, the Administrator has to check the setting to allow. If not checked, then only the employee name will appear

Select the person for whom you would like to create a journal entry

Refer to instructions for creating the journal entry on **Page 18**

Create Journal Entries

First Name	Last Name	Email	Actions
Thomas	Bally	peakperformax@outlook.com	Select
Tim	Bayer	timb@reviewsnap.com	Select
Jan	Baylor	tbayer@peakperformax.com	Select
Bill	Brown	twbayer2@gmail.com	Select
Marvin	Ellis	ellis@reviewsnap.com	Select
Ken	Gray	gray@reviewsnap.com	Select
Sally	Hall	hall@reviewsnap.com	Select
Pat	Kelly	pkelly@reviewsnap.com	Select
Jamie	Livingston	livingston@reviewsnap.com	Select
Teresa	Logan	logan@reviewsnap.com	Select

Have question? Contact your Account Manager or call reviewsnap™ at 1-800-516-5849



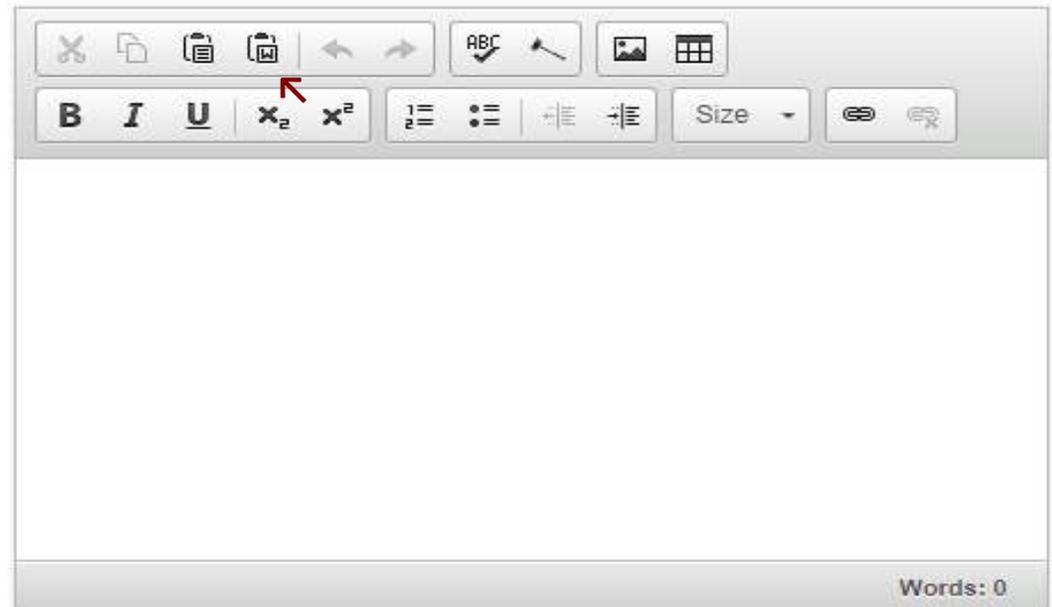
reviewsnap™ Tools

Tools

Editor Comment Box

Throughout the **reviewsnap™** system, the Editor/Comment box appears in many sections. Content from other documents can be copied and pasted into the box

Note: When copying from a Word document, use the 'Paste' icon with a 'W' on it.



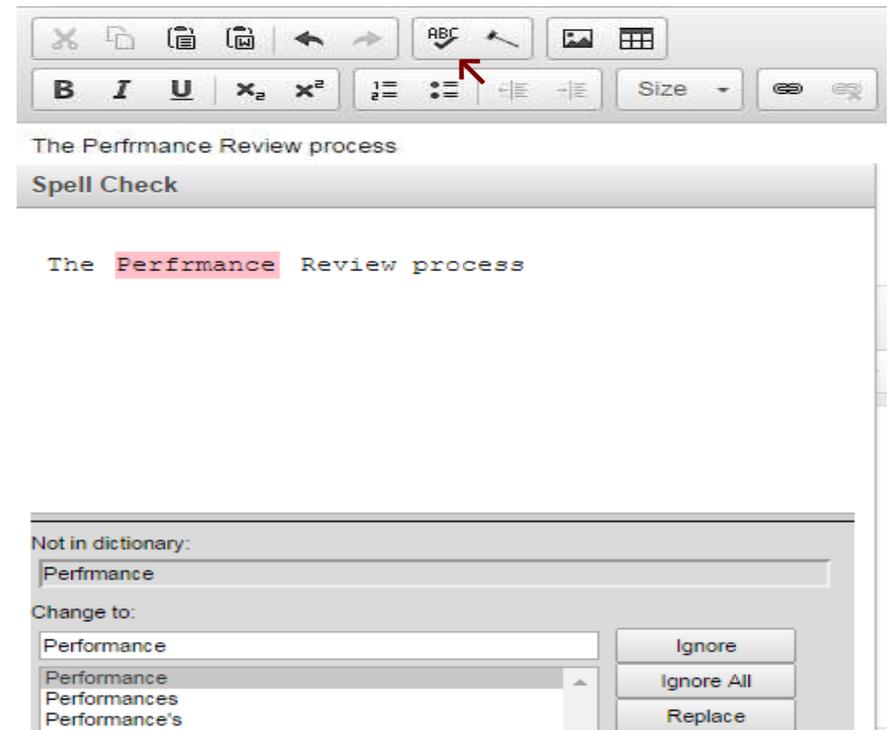


reviewsnap™ Tools

Tools

Editor Comment Box

The **Spell Check** tool is available in all comment boxes



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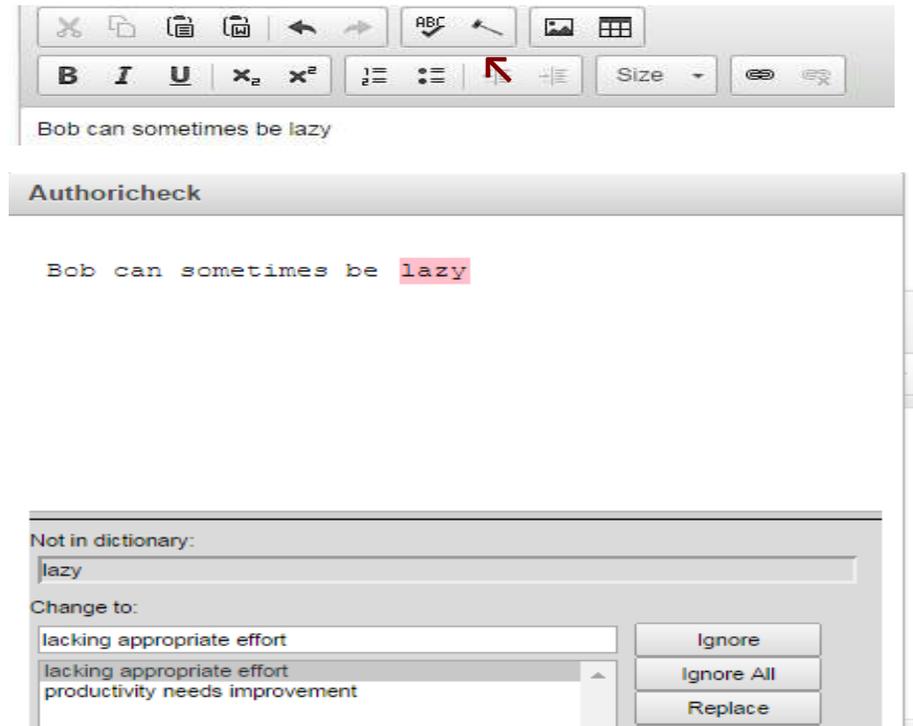
reviewsnap™ Tools

Tools

Editor Comment Box

AuthoriCheck is available in all comment boxes. It checks for possible discriminatory or derogatory language and suggests alternatives.

Note: When Autorun AuthoriCheck on Review Step submit is checked in the Manage Company Information Review settings, AuthoriCheck and Spell Check are automatically run during the review process when reviewer clicks NEXT on the review.



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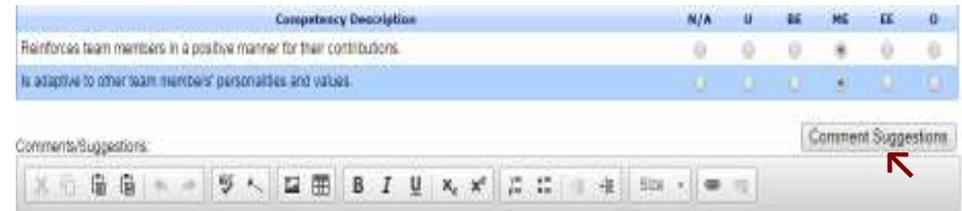
reviewsnap™ Tools

Tools

Comment Suggestions:

The Comment Suggestions tool can be made available in the competency evaluation section of a review form. If enabled, it provides potential feedback language for insertion into the comment fields.

Note: This feature needs to be checked in the Manage Company Information, Review settings.



Comment/Suggestion Helpful Phrases

- [He/She] is divisive and seems to cause problems among other members of the team. [He/She] falls well below expectations related to teamwork.
- [He/She] is the consummate team player and consistently demonstrates [his/her] desire to be part of an effective team.
- [insert name] encourages and engages in cooperative and participative behavior.
- [insert name] is generally a good team player and exhibits behavior consistent with sound teamwork.
- [insert name] struggles with being a team player and seems to want to "do it [his/her] way" rather than seek input and suggestions.

Insert Suggestion(s)

Close

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