

PERFORMANCE
REVIEW PROCESS
GUIDE FOR STAFF



Reviewsnap Guide for Staff

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I. Logging Into Reviewsnap

The link to access Reviewsnap is ready to use and can be found on the IAS website under the *Campus Resources/Working at IAS/Human Resources dropdowns*

The screenshot displays the IAS website's Human Resources section. At the top, the IAS logo is followed by a navigation menu with links for ABOUT, IDEAS, SCHOOLS, SCHOLARS, NEWS, EVENTS, PROGRAMS, SUPPORT, and APPLY. Below this, a breadcrumb trail shows 'HUMAN RESOURCES / About / Faculty and Staff / Members and Visitors'. A secondary breadcrumb trail indicates 'HOME / Human Resources'. A toolbar contains buttons for 'View', 'Edit', 'Latest version', 'Delete', 'Revisions', and 'Clone'. The main content area features a 'Welcome to Human Resources' heading and three large image-based buttons: 'About' (with a photo of people walking), 'Faculty and Staff' (with a photo of a large group), and 'Members and Visitors' (with a photo of a man holding a child). Below these are three more buttons: 'Staff Resources' (with a photo of people at an outdoor event), 'Employee Self Service' (a solid dark blue button), and 'Reviewsnap Performance Review Form' (a solid dark blue button). A red arrow points from the 'Faculty and Staff' button to the 'Reviewsnap Performance Review Form' button. At the bottom, a dark blue footer contains links for PRIVACY POLICY, DIVERSITY & INCLUSION, CAREERS, PRESS CENTER, VIDEOS, LIBRARIES & ARCHIVES, and CONTACT.

When you select “Reviewsnap Performance Review Form” it will take you to the login page, so long as you are not already logged into another application. The program is enabled with single sign-on for ease in sue. *If prompted to login, both the username and password are the same as your IAS Credential.*

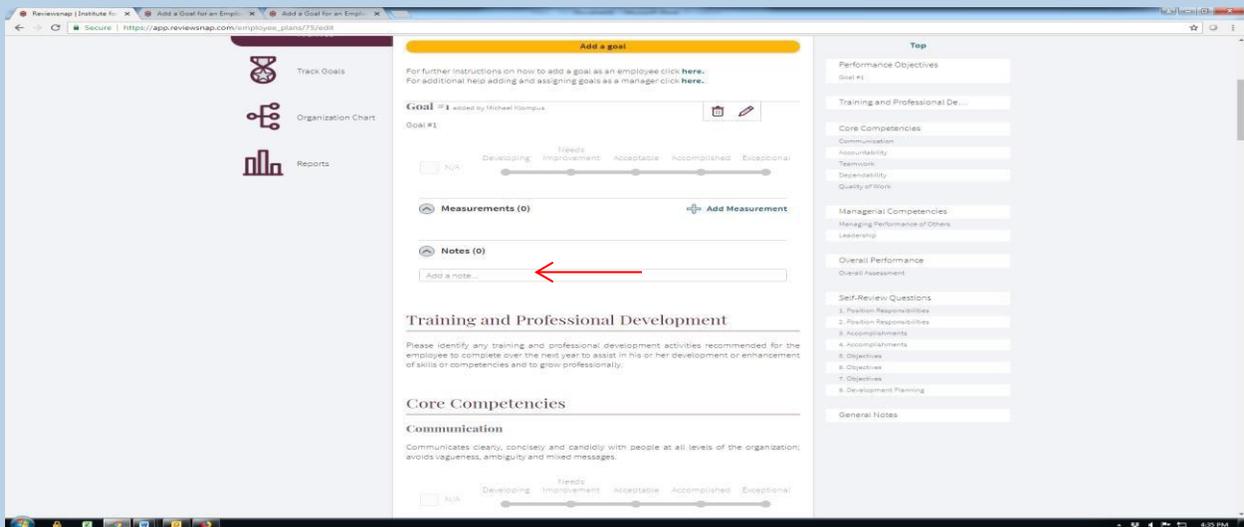
II. Taking Notes in Your Performance Review

Once the goals and professional development objectives have been established, it is up to the supervisor to reflect this information in the performance review form.

Please note that only supervisors have the ability to change a goal or objective that was established during the beginning of the performance cycle.

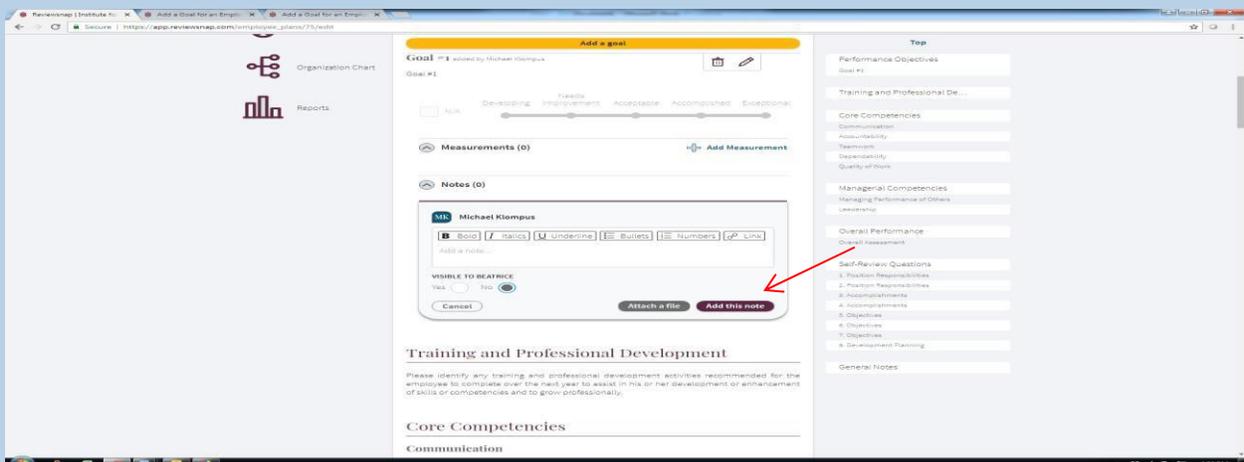
The performance review form allows both supervisors and employees the opportunity to take notes and provide updates throughout the year about the established goals and objectives, and the training and development goals.

Step 1: Under the specific objective, click the **Add a Note Section**



Step 2: Insert your note

During this step, you have the option to type in a note, or attach a file that might be relevant for your performance review or the review of your direct report. You also have the ability to share the note with your manager/direct report, or to keep the note private so only you have access.



Once completed, select **Add This Note** or **Attach a File**

The notes function can be used in the same manner for any rating category (Performance Objectives, Training and Development, and Core Competencies), as well as for the Self Review.



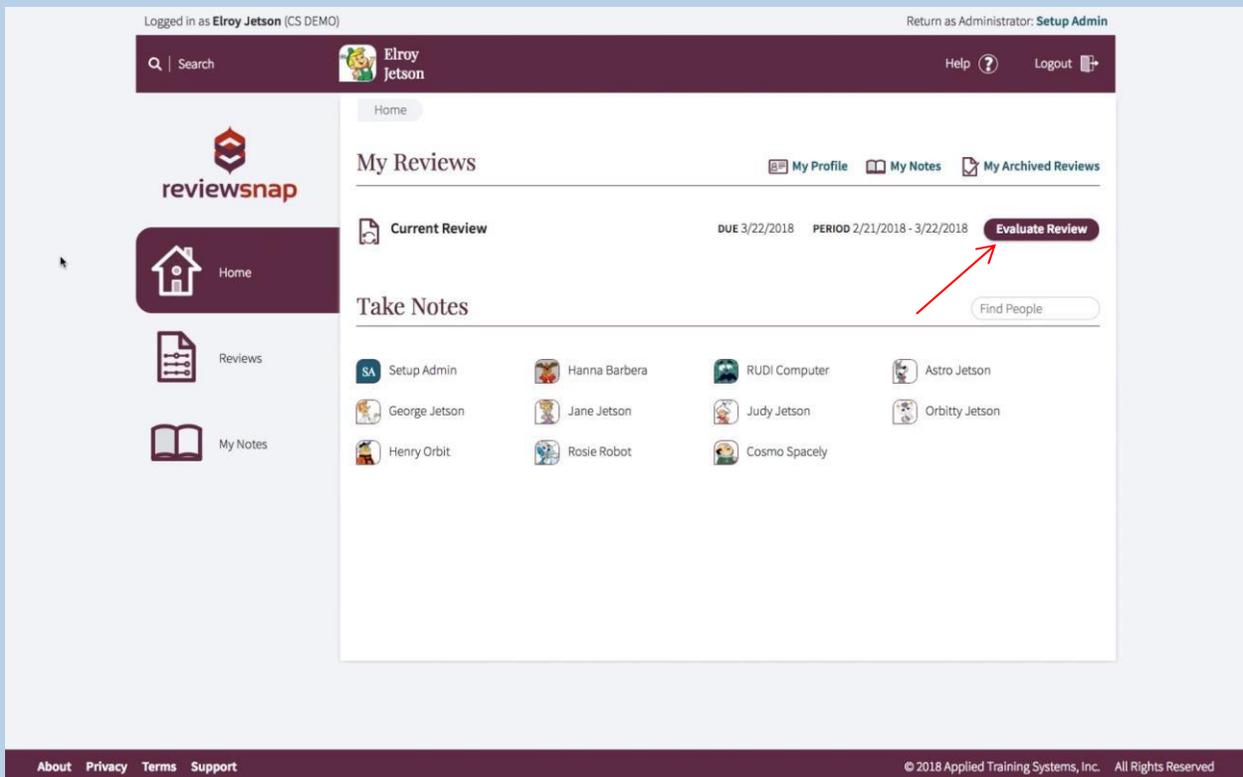
III. Year-End Review Process

Approximately one month before the year-end reviews are due, supervisors will have the opportunity to rate their employees in the Performance Objectives, Training and Development, and Core Competencies sections. Supervisors will also be required to provide an overall performance assessment. Also at this time, employees will responsible for completing the Self Review section. Any notes taken throughout the year will be available during this stage. As a reminder, those notes that were marked as being private will remain visible to you only through all stages of the performance review process.

Step 1: Access the Self Review

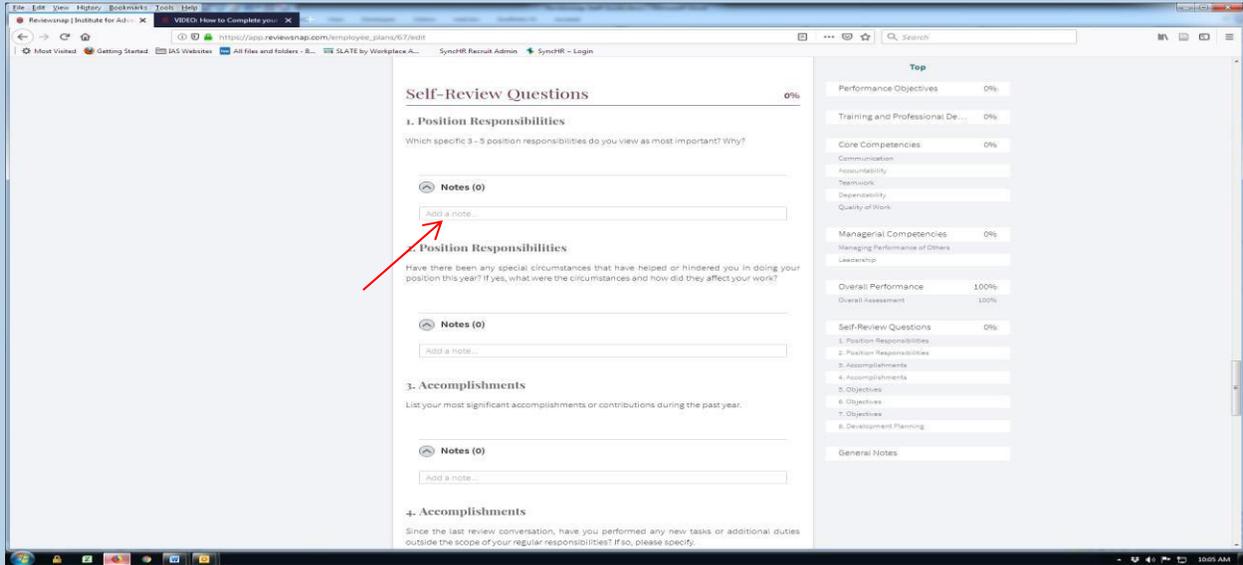
At the beginning of the year-end review process period, which is typically 30-days before the due date, you will be provided with the option to complete your Self-Review, which is located at the bottom of the performance review form.

When you log into Reviewsnap, please select **View Review**. This will take you to your current evaluation. Please note in the screen shot below the button is labeled Evaluate Review but when you log in you will see View Review.

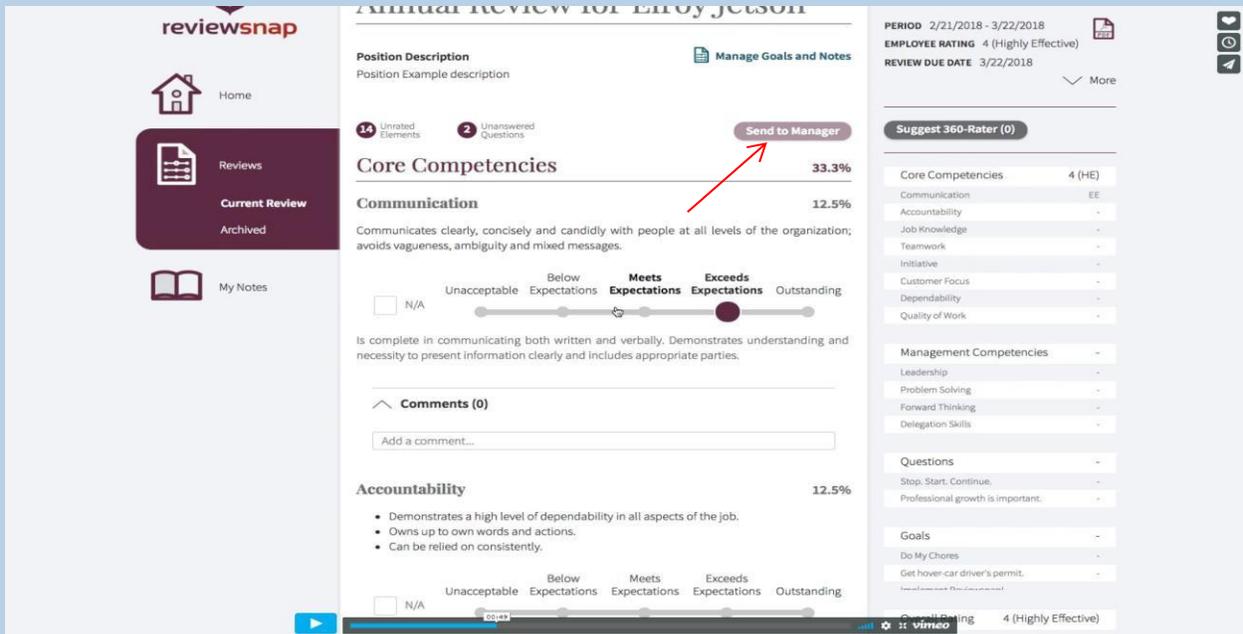


Step 2 – Completing the Self Review

Scroll down to the bottom of the review to access the Self-Review section. You will have the opportunity to add in any comments and notes to be shared with your supervisor. These comments can be added to the Notes section of the form. For more information about entering notes, please see **Section II - Taking Notes in Your Performance Review**.



Once you have completed the Self-Review review, please select **Send to Manager**



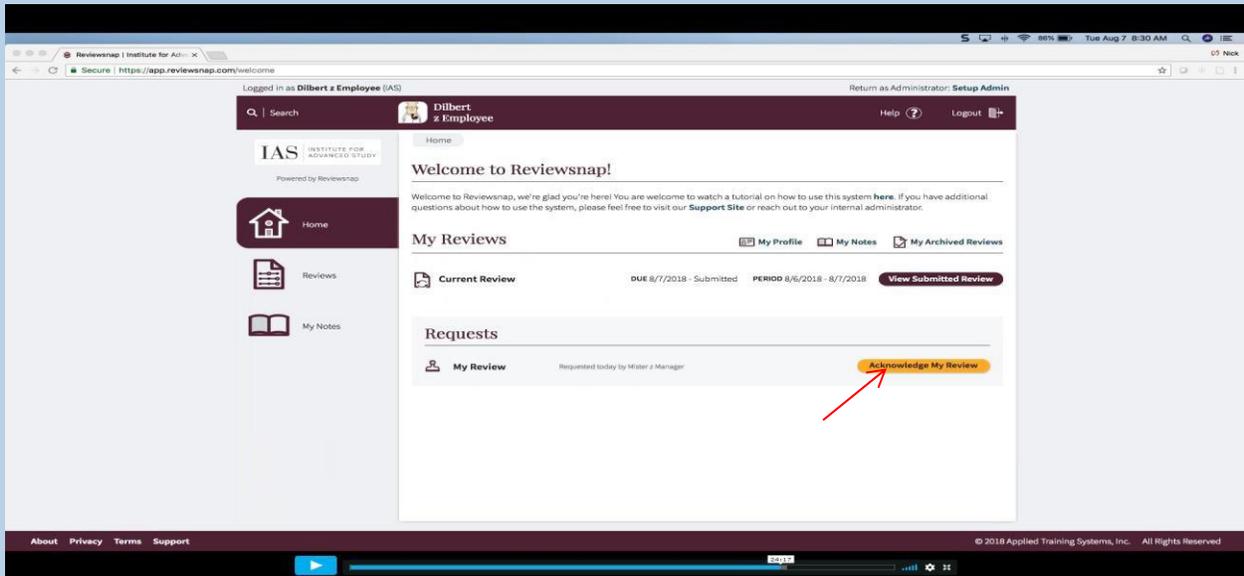
You will then be asked to once again confirm you want the review sent to your supervisor. Please select **Yes**.

The screenshot shows a performance review interface. At the top, there are buttons for 'Unrated Elements' (0) and 'Unanswered Questions' (0), and a 'Send to Manager' button. Below this is a comment field with the placeholder 'Add a comment...'. The main review title is 'Implement Reviewsnap!' added by Elroy Jetson, with a progress indicator of 33.3%. The due date is June 30. A confirmation dialog box is overlaid on the screen, asking: 'Are you sure you want to send your self review to the manager? You will not be able make changes.' The dialog has 'No' and 'Yes' buttons. A red arrow points from the 'Yes' button to the 'Send to Manager' button at the top. Below the dialog, there are sections for 'Performance regular', 'Comments (0)', 'Section Rating' (4.33 (EX)), 'Summary Comments', 'Comments (0)', and 'Overall Rating'. On the right side, there is a 'Top' section with various competency ratings: Core Competencies (3.75 (HE)), Management Competencies (4 (HE)), Questions, Goals (4.33 (EX)), and Overall Rating (4.03 (Exceptional)).

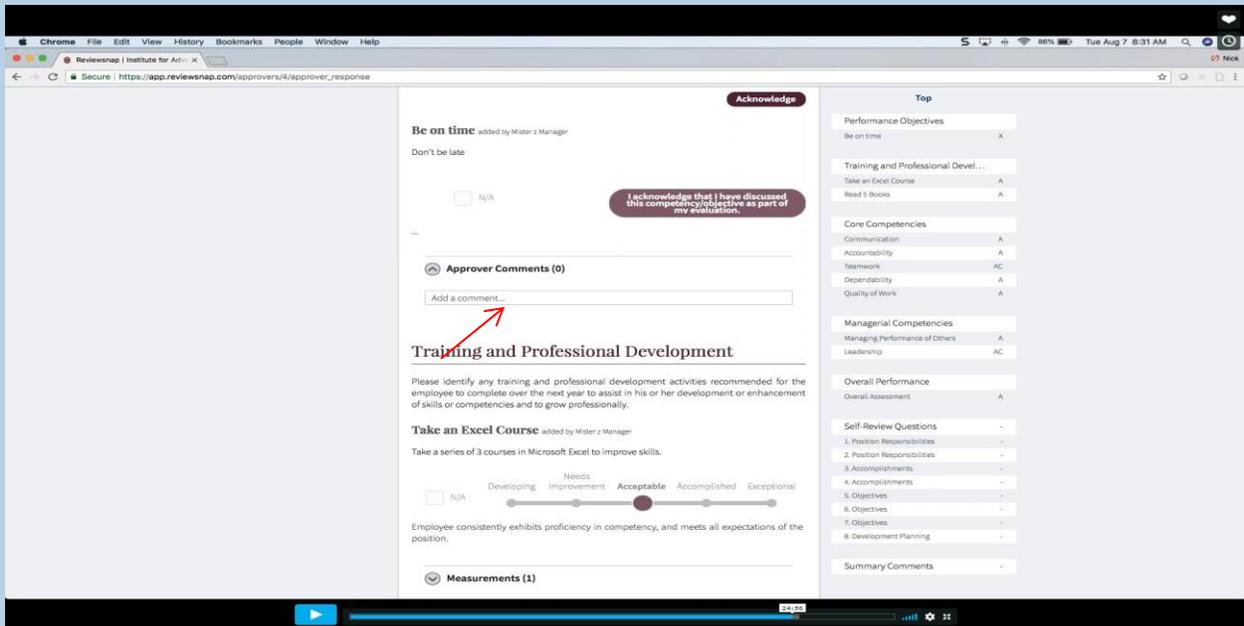
IV – Acknowledging the Completed Performance Review

At the end of the Performance Review Process, you will be asked to acknowledge that you have received and reviewed your performance review. For more details about the Performance Review Process, including a summary of all steps involved in the process, please see **Section III – Chronical Overview of the Performance Appraisal Process**, located in the **Performance Review Process Guide**.

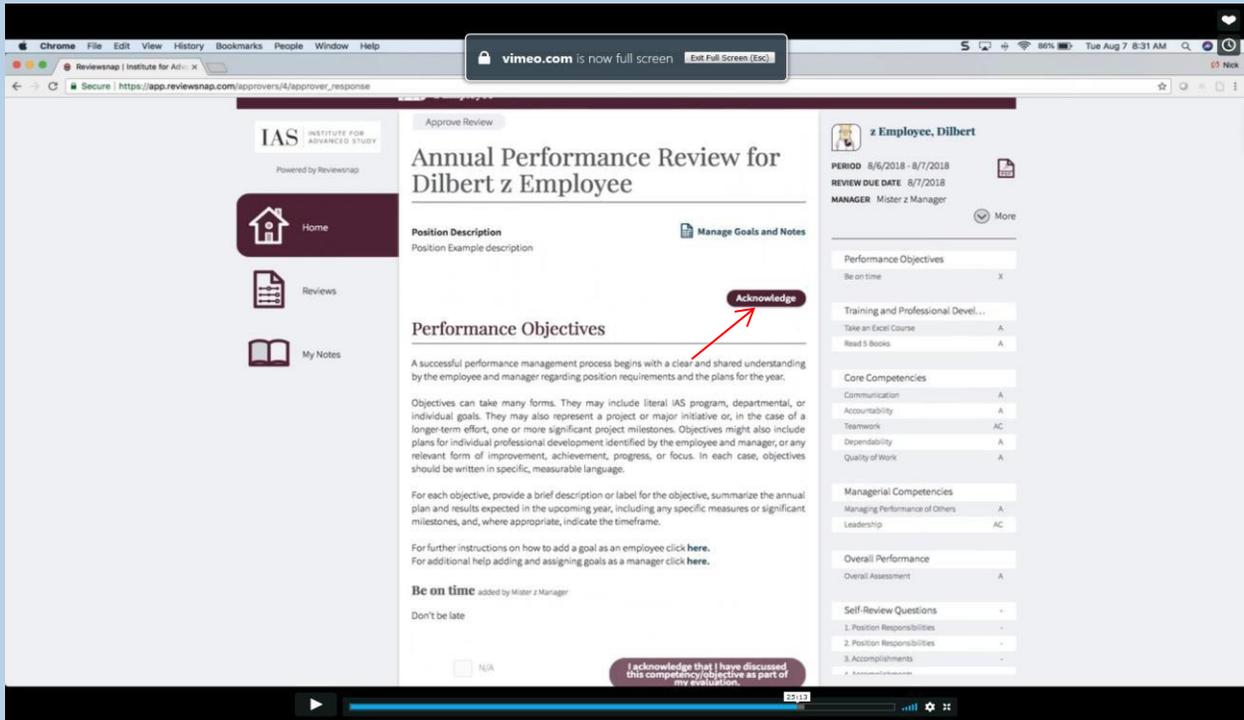
Step 1 - On your homepage, select **Acknowledge My Review**. This will route you into the review.



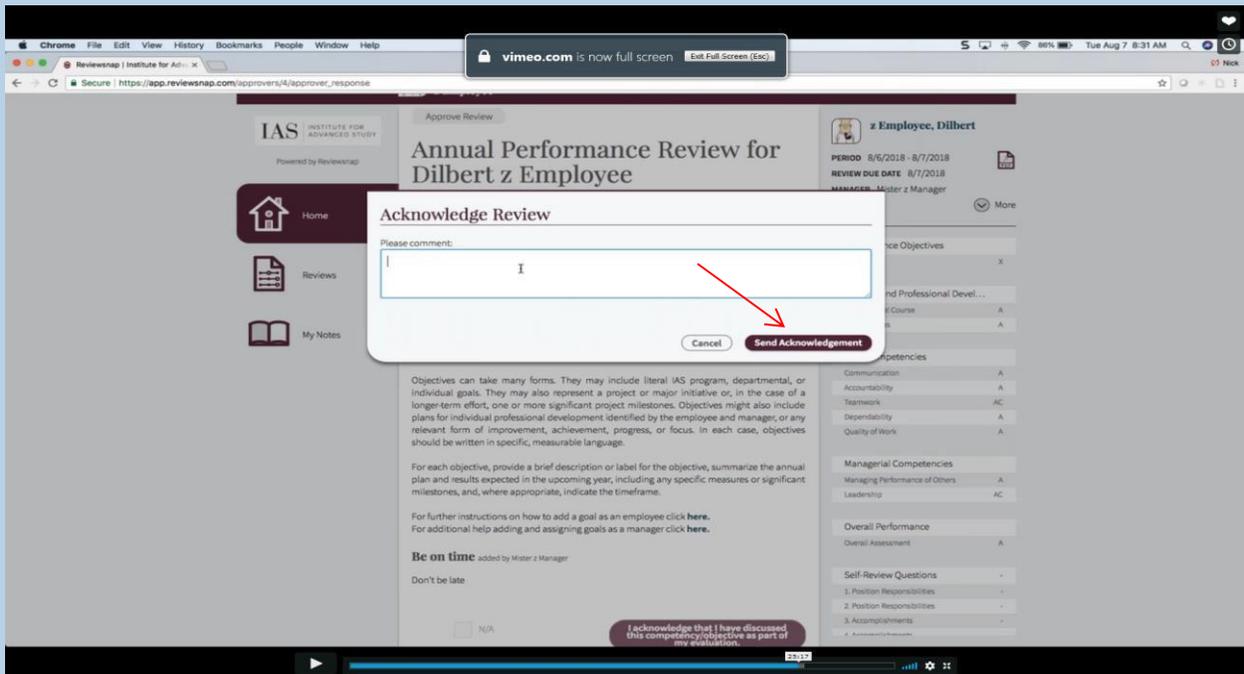
You can scroll through and review the ratings your supervisor provided, and read any notes that were added to the form. You also have the option to add Approver Comments, which can be final commentary on any of the performance elements in your review.



Once you have completed your review, select **Acknowledge** at the top of the review



You will then be presented with one final place to add comments that will go to your supervisor. After entering any of these final comments, select **Send Acknowledgement**.



You will then be returned to your homepage, and the acknowledgment of the review will appear on the top of the screen.

