



# Reviewsnap Guide for Supervisors

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# **Reviewsnap Guide for Supervisors**

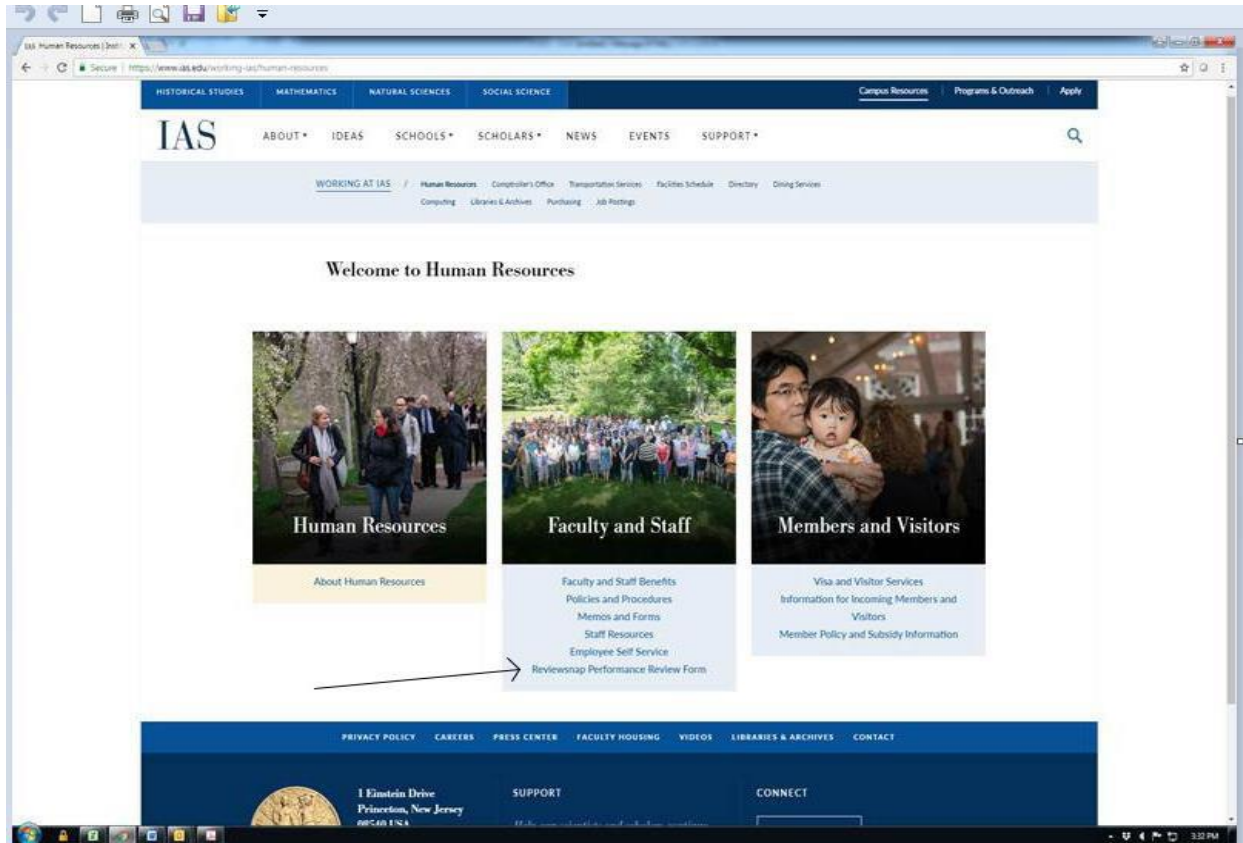
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## Reviewsnap Performance Review Supervisors Guide

### I. Logging In to Reviewsnap

The link to access Reviewsnap has been added to the IAS website under the *Campus Resources/Working at IAS/Human Resources* dropdowns.



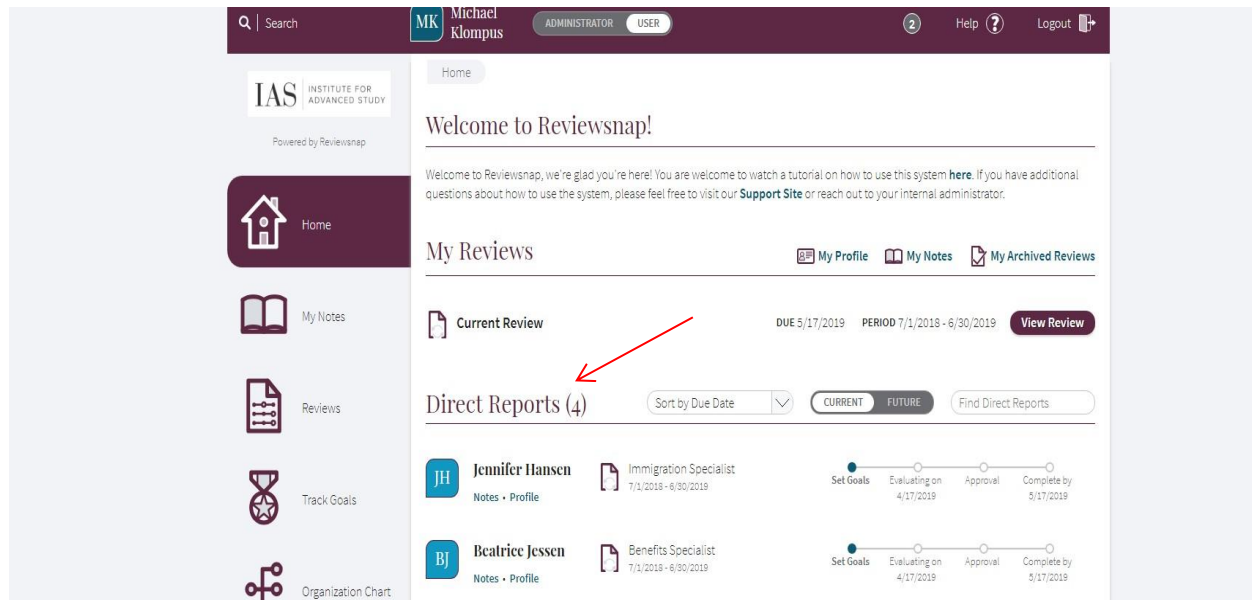
When you select “Reviewsnap Performance Review Form” it will take you to the login page, so long as you are not already logged into another application. The program is enabled with single sign-on for ease in use.

*If prompted to login, both the username and password are the same as your IAS credentials.*

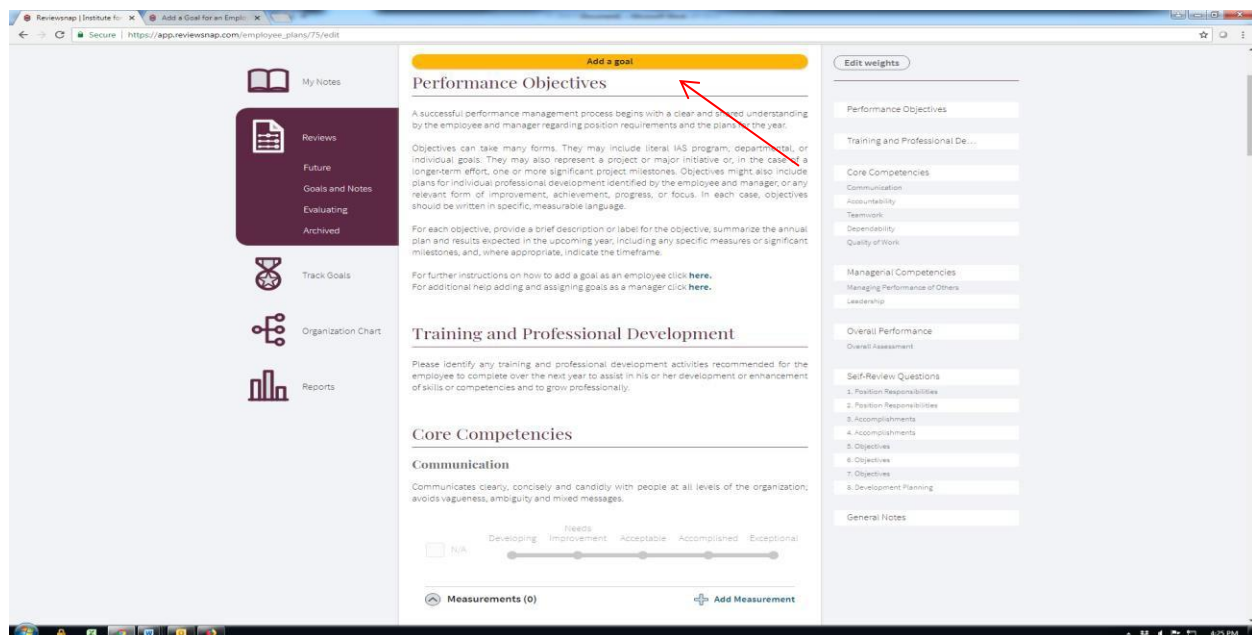
## II. Adding Goals and Objectives

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.

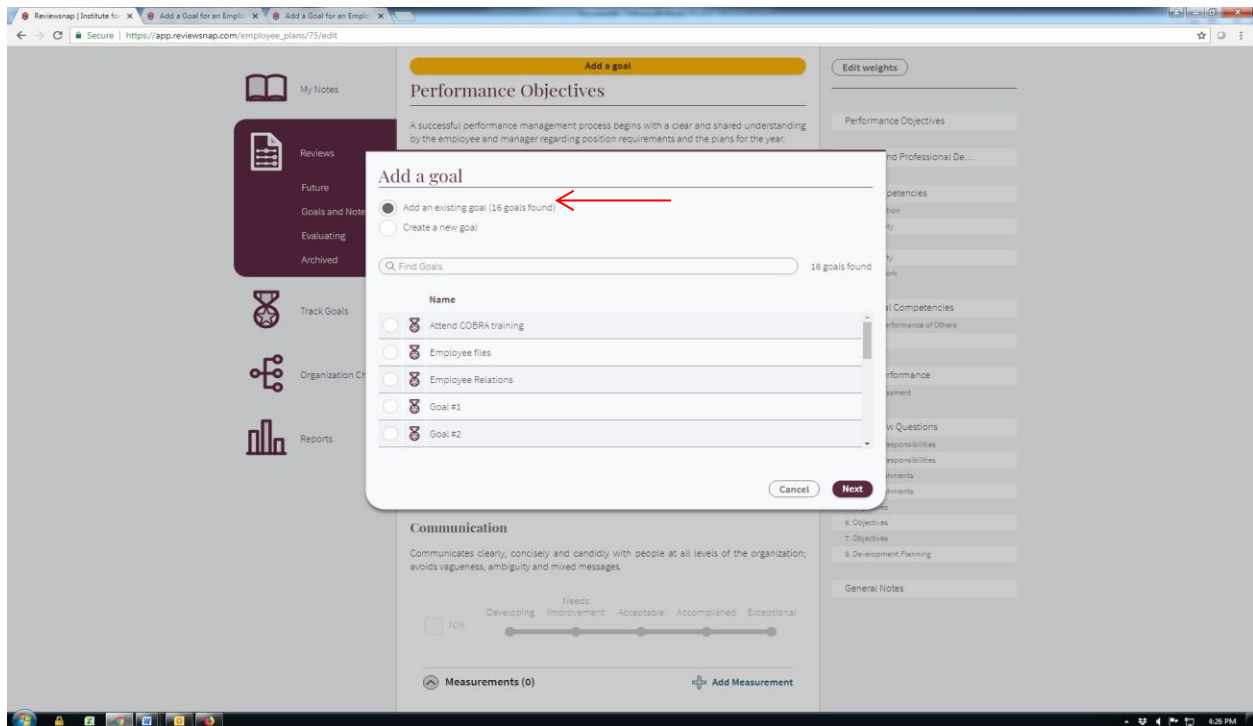
Step 1: Select the review to be edited from the home page



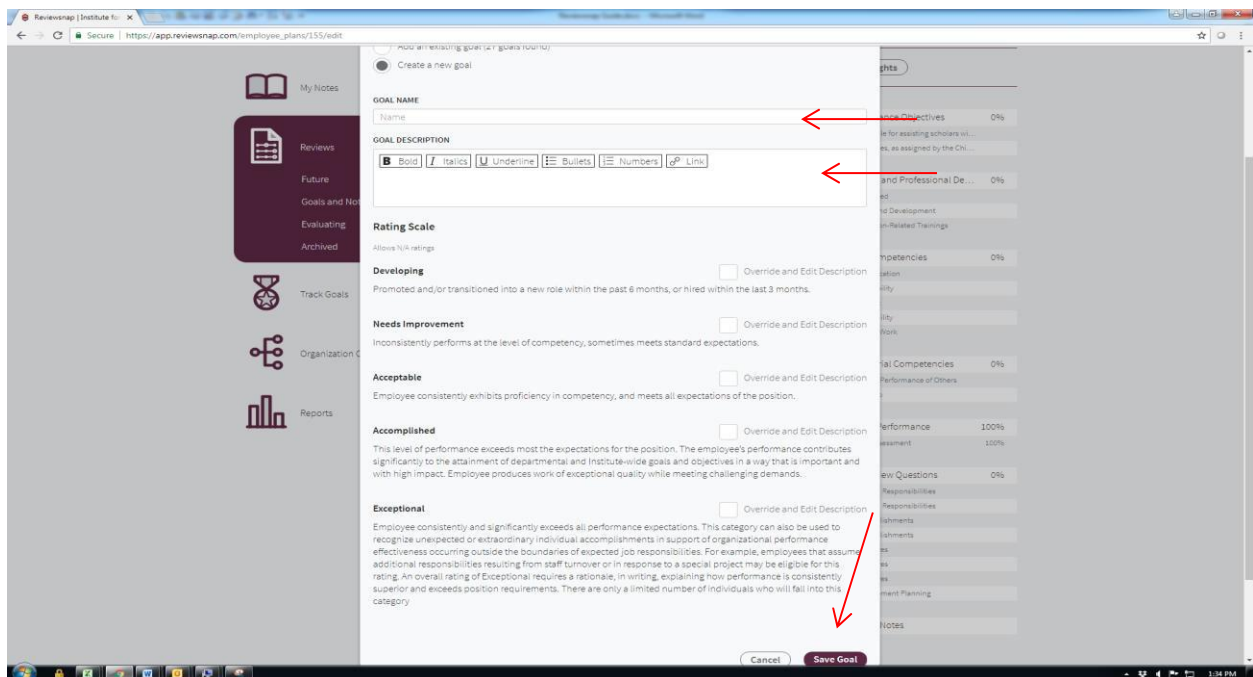
Step 2: When the review form appears, click **Add a Goal** at the top of the page.



### Step 3: Select **Add an Existing Goal** or **Create New Goal**.



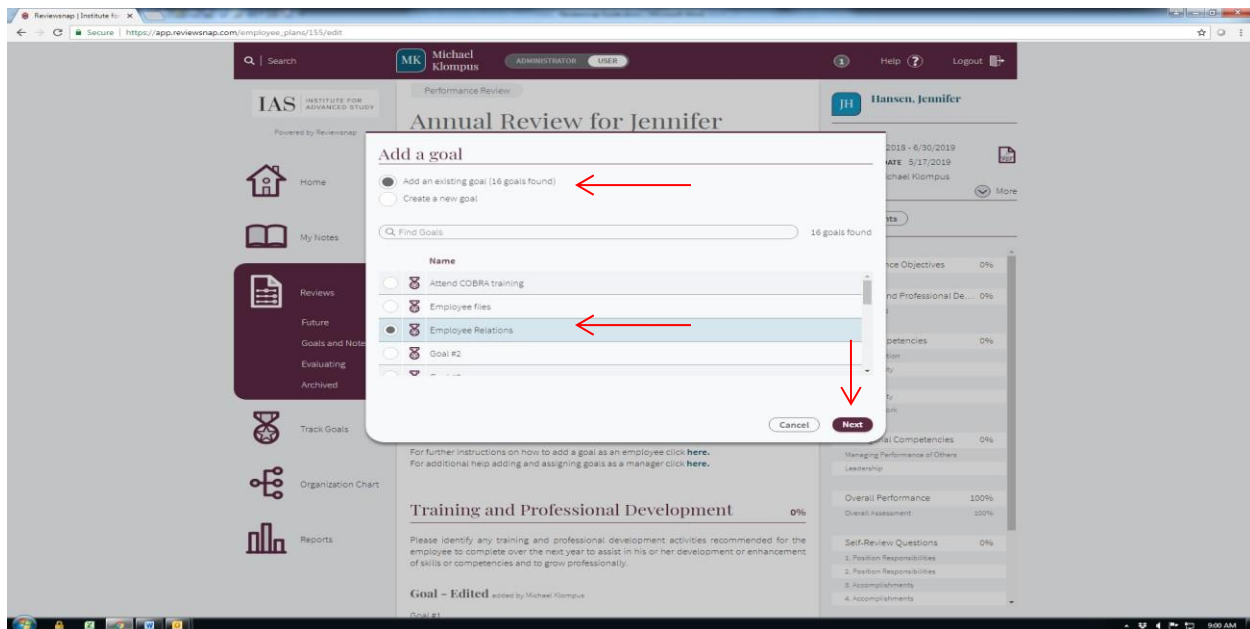
If you choose to **Create a New Goal**, fill in the **Name** and **Description** fields for the goal. When finished, click **Save Goal**.



You will then be asked whether you want to add the goal to **Program Objectives** or **Training and Professional Development**. Please refer to Step 4 on the following page for additional instructions.

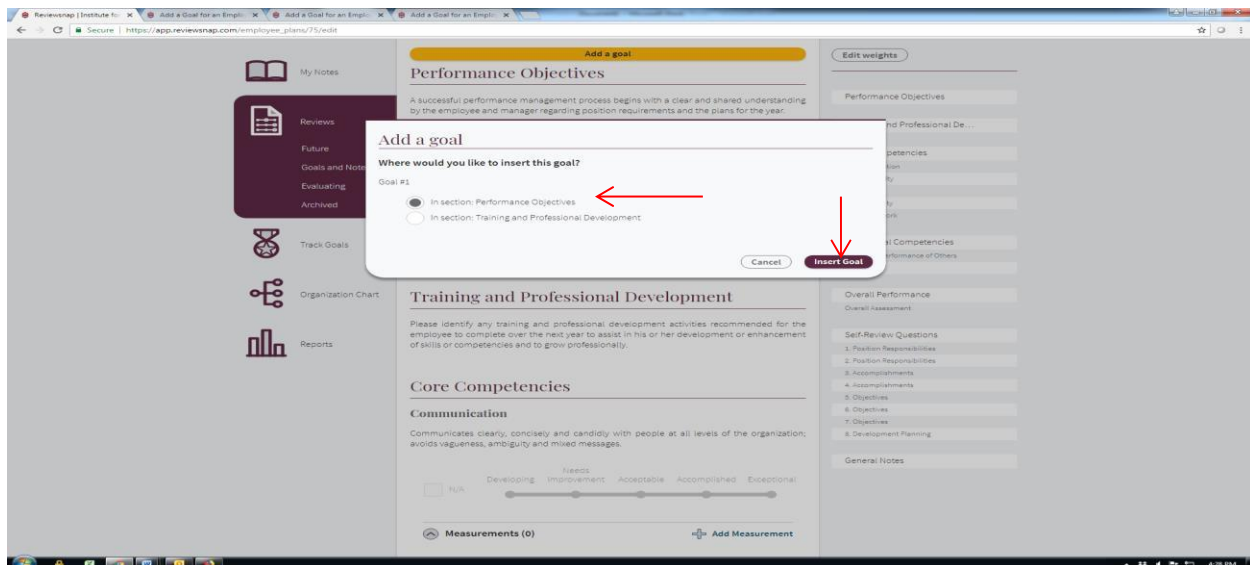


If you wish to use a goal that had previously been created, please choose **Add an Existing Goal** and select the goal from the presented options.



Once you have completed this step, click **Next**

Step 4: After you complete the **Add an Existing Goal** or **Create New Goal** step, you will need to select where this goal will be placed on the review. You can add the goal to the Performance Objective section, or the Training and Development Section. Select the appropriate location and click **Insert Goal**.

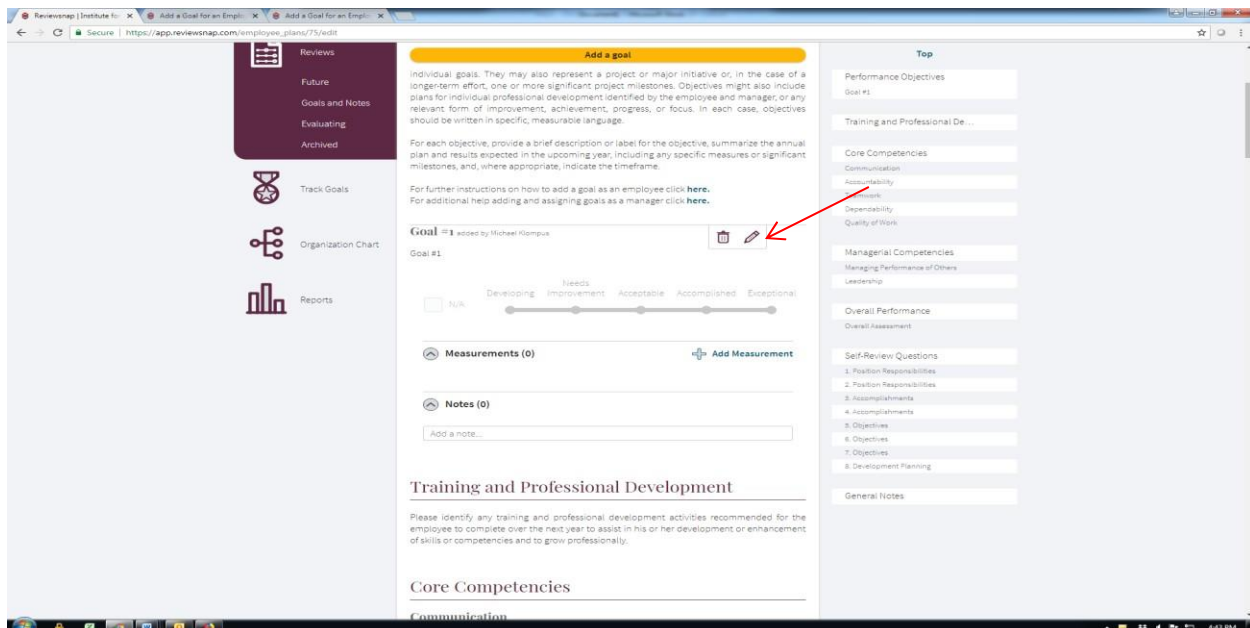


The goal will then be saved and added to the review.

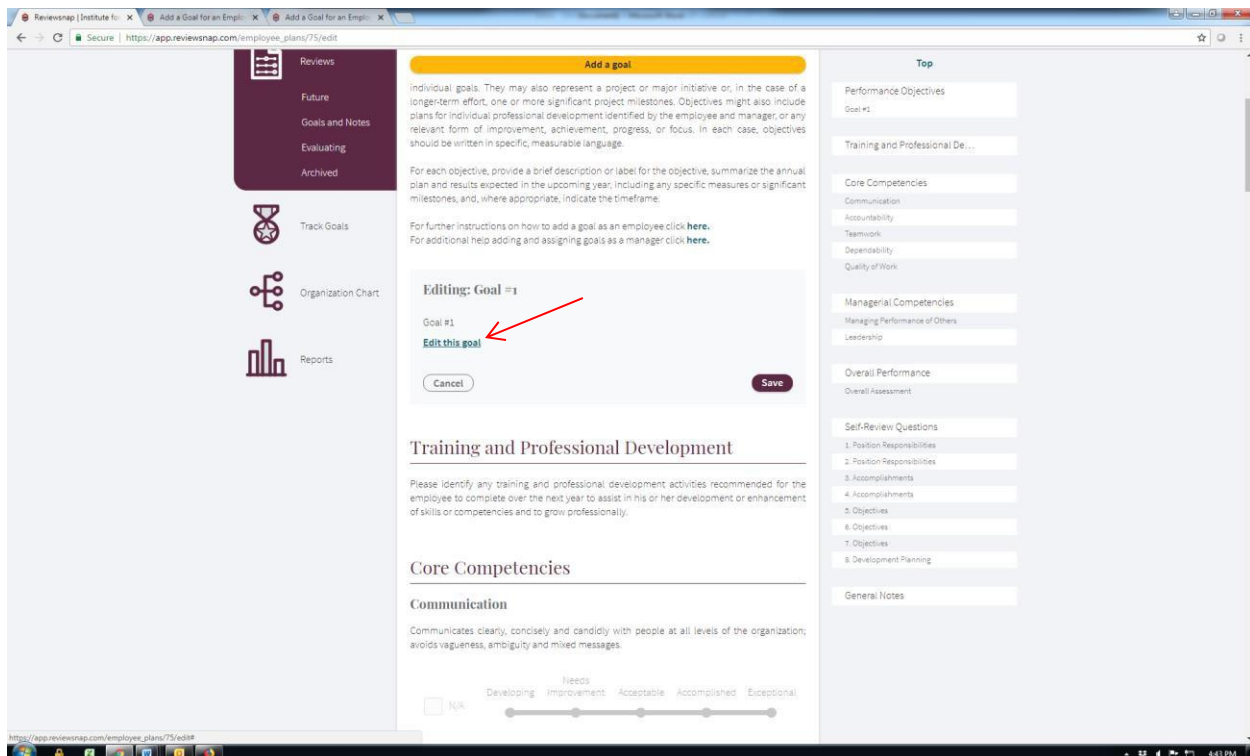
### III. Editing a Goal or Objective

Supervisors have the ability to change a goal or objective that was established during the beginning of the performance cycle.

Step 1: Place the cursor over the goal, and select the **Edit** icon



Step 2: Select **Edit This Goal**



### Step 3: Input any changes to the goal name and/or description, and then select **Save Goal**

Goal - Edited

GOAL DESCRIPTION

Goal #1

**Rating Scale: IAS Scale**

Allows NR ratings

**Developing** ☐ Override and Edit Description  
Promoted and/or transitioned into a new role within the past 6 months, or hired within the last 3 months.

**Needs Improvement** ☐ Override and Edit Description  
Inconsistently performs at the level of competency, sometimes meets standard expectations.

**Acceptable** ☐ Override and Edit Description  
Employee consistently exhibits proficiency in competency, and meets all expectations of the position.

**Accomplished** ☐ Override and Edit Description  
This level of performance exceeds most the expectations for the position. The employee's performance contributes significantly to the attainment of departmental and Institute-wide goals and objectives in a way that is important and with high impact. Employee produces work of exceptional quality while meeting challenging demands.

**Exceptional** ☐ Override and Edit Description  
Employee consistently and significantly exceeds all performance expectations. This category can also be used to recognize unexpected or extraordinary individual accomplishments in support of organizational performance effectiveness occurring outside the boundaries of expected job responsibilities. For example, employees that assume additional responsibilities resulting from staff turnover or in response to a special project may be eligible for this rating. An overall rating of Exceptional requires a rationale, in writing, explaining how performance is consistently superior and exceeds position requirements. There are only a limited number of individuals who will fall into this category.

**Please Use Caution**

IAS Scale

Cancel Save Goal

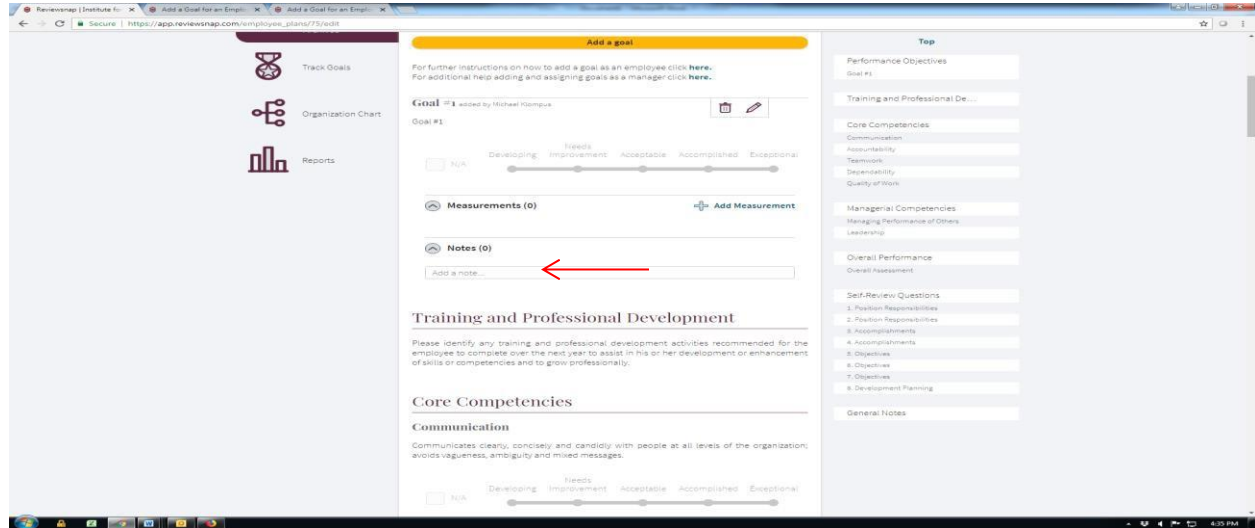


## IV. Taking Notes in Your Performance Review

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.

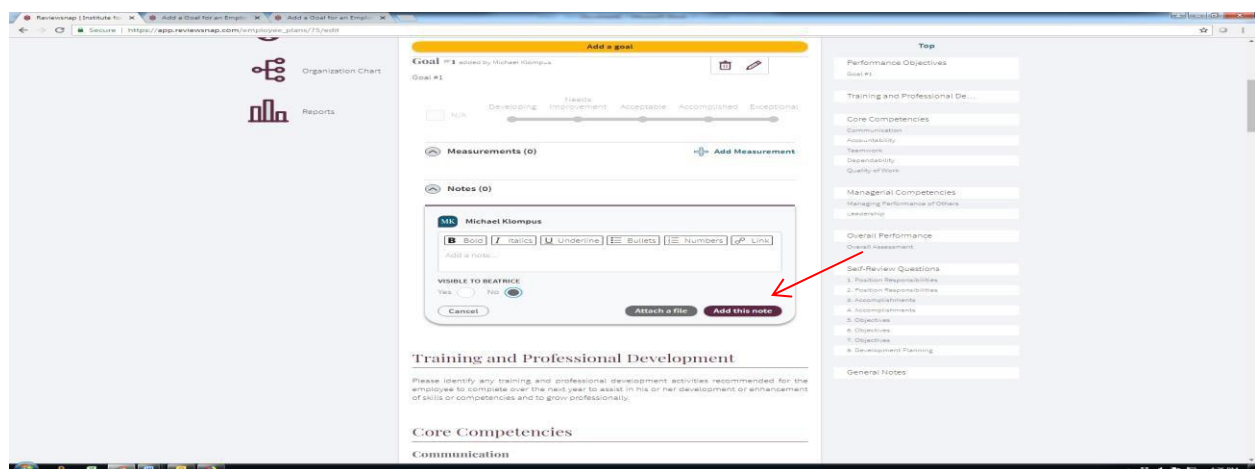
*Option #1 allows you to add notes related to a specific performance-related objective:*

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 supervisor/direct report, or to keep the note private so only you have access.

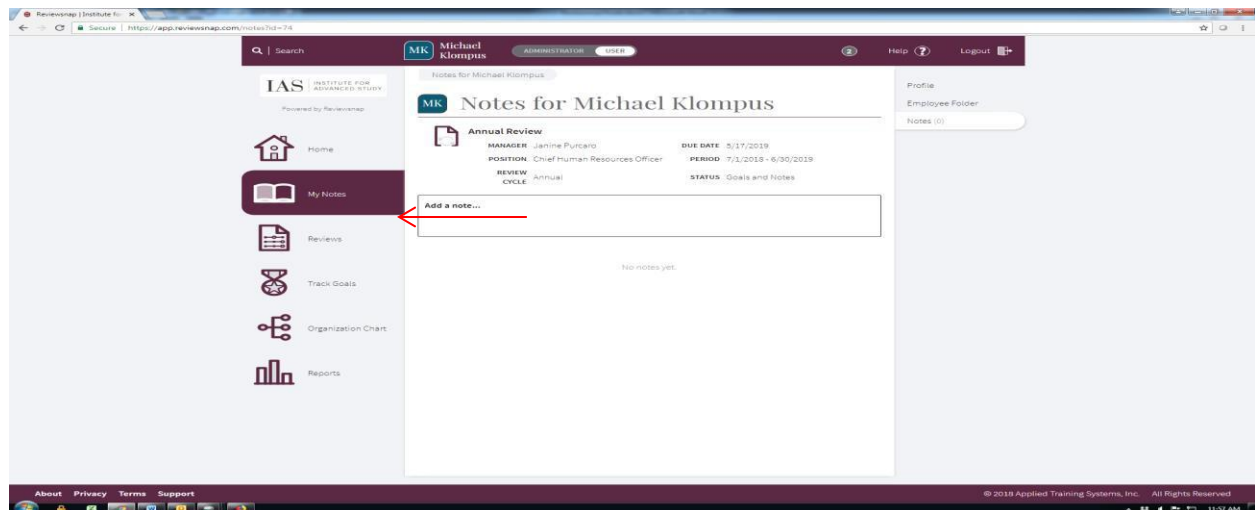


Once completed, select **Add This Note** or **Attach a File**

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.

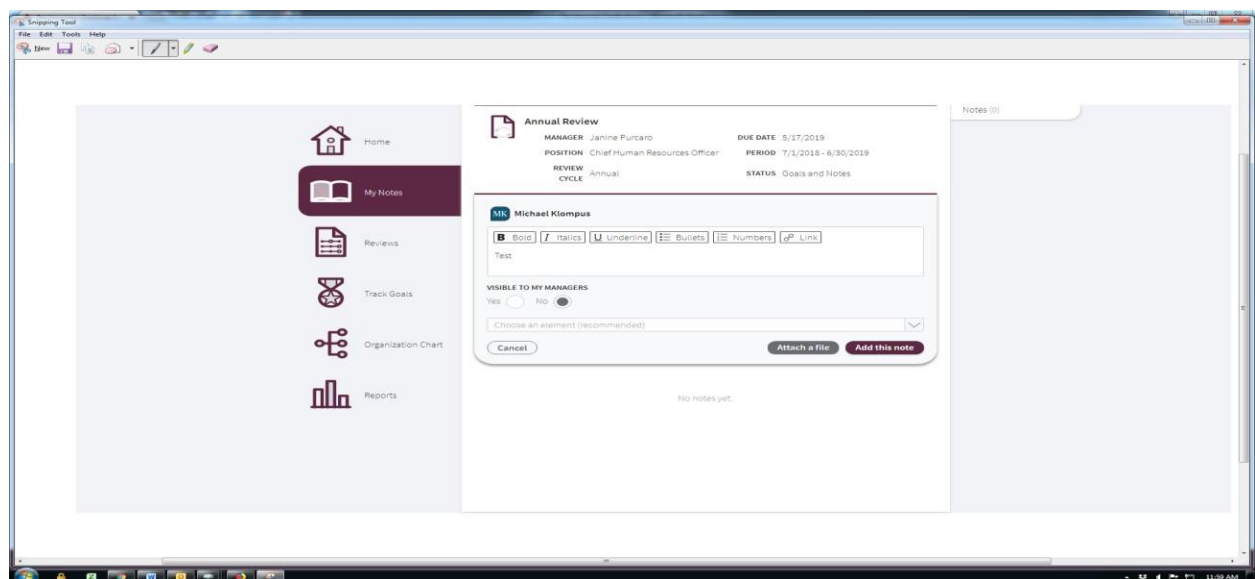
*Option #2 allows you to add a more general note that is not related to any specific performance-related objectives*

Step 1: Click the **My Notes** option on the side bar



Step 2: Insert your note

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 option to share the note with your supervisor/direct report, or to keep the note private so only you have access.



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