

2019

Reviewsnap Year End Review Process for Supervisors

4/18/2019

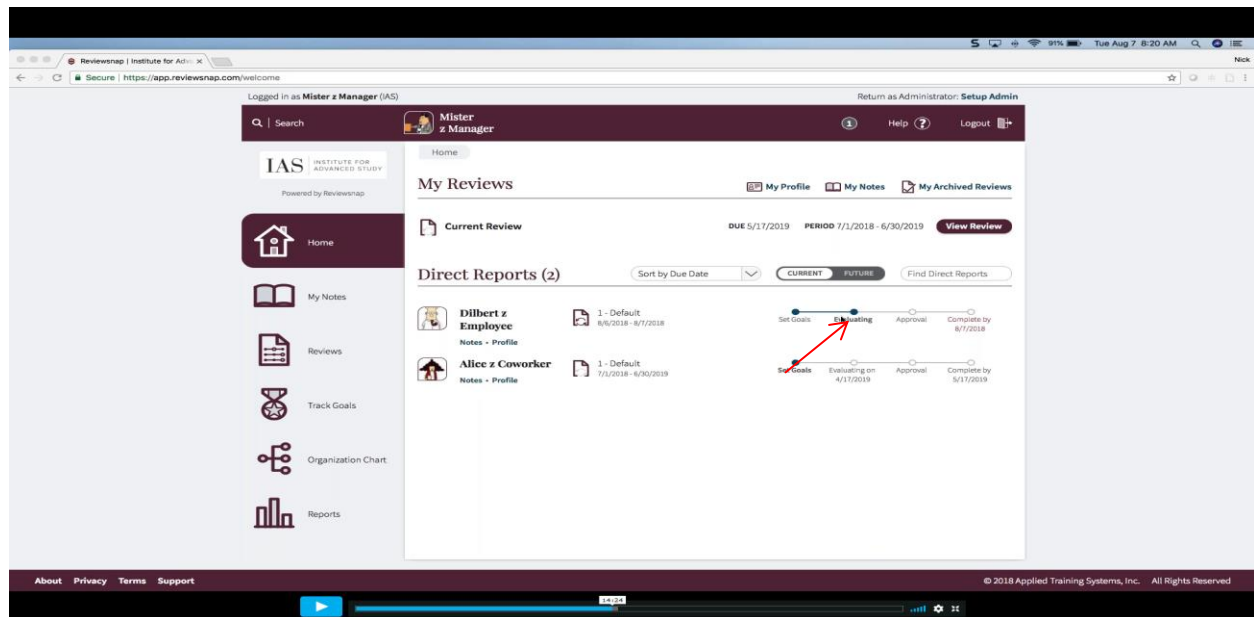


Year-End Review Process

Approximately one month before the year-end reviews are due, supervisors will have the opportunity to rate their direct reports in the Performance Objectives, Training and Development, and Core Competencies sections. Supervisors will also be required to provide an overall performance assessment. Further, employees will be able to complete the Self Review section at this time. 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 only to you through all stages of the performance review process.

Step 1: Evaluation Phase and Review Workshop

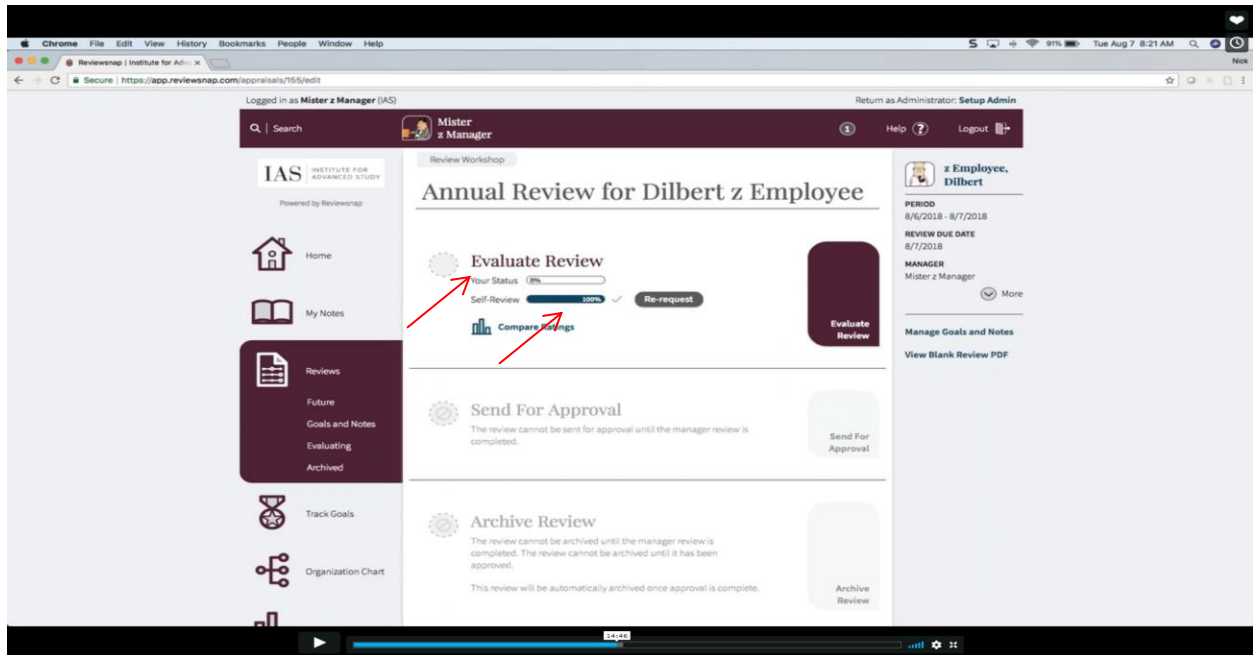
At the beginning of the year-end review process period, which is typically 30-days before the due date, the status of each review form will be moved to *evaluating*.



Once you see that your direct reports are moved over to the second bubble that says *Evaluating*, you can go ahead and fill out the review itself.

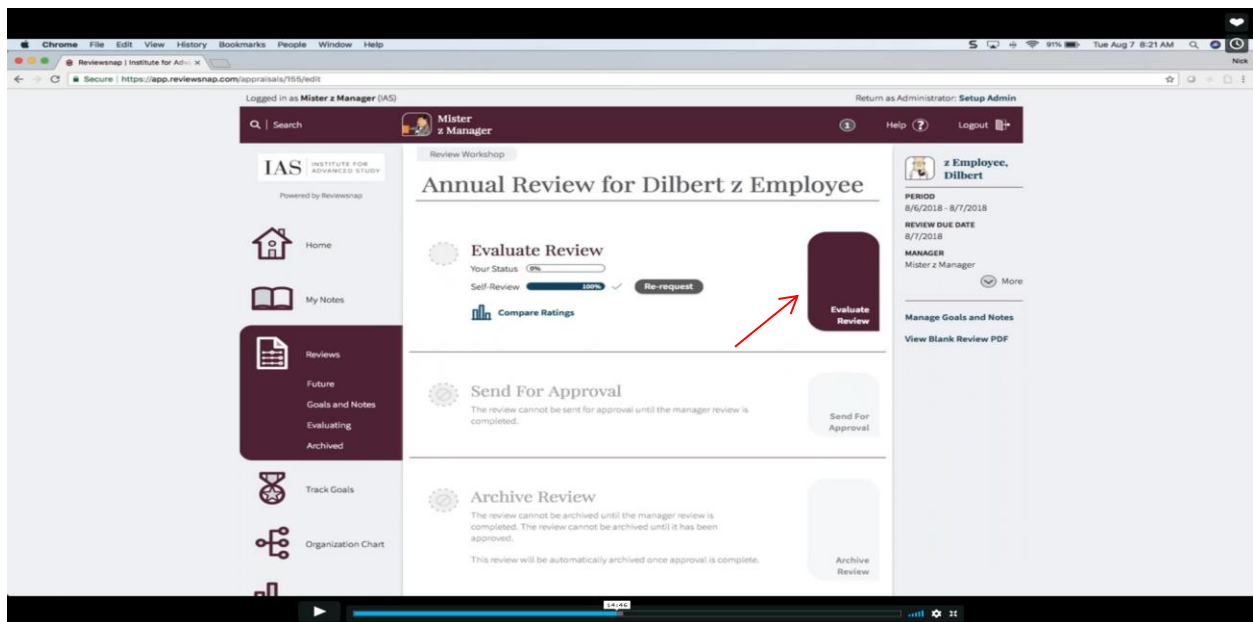
You can then select the employee you wish to review, and it will route you to the *Review Workshop*

The *Review Workshop* will provide you with the status of where you are with this particular review. You will notice two separate status bars: one is for Your Review, and the other is for the Self Review. In the following example, the performance review has not yet been started, but the employee completed the self-review.



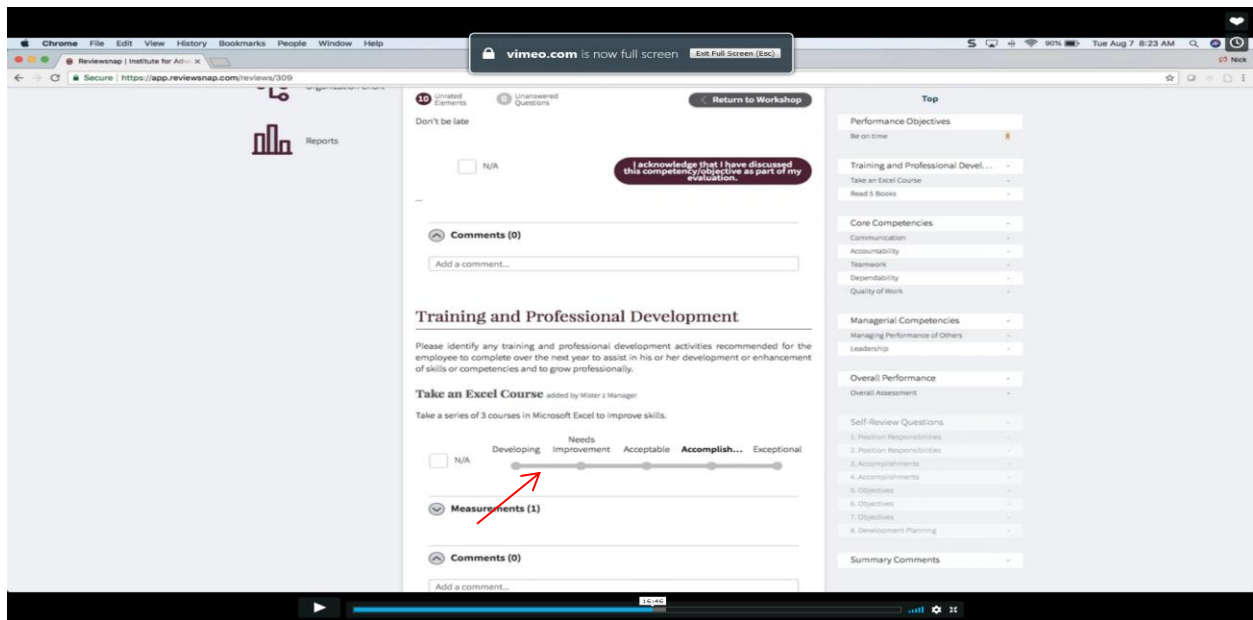
Step 2: Begin the review

When you are ready to begin the review, select the **Evaluate Review** button.



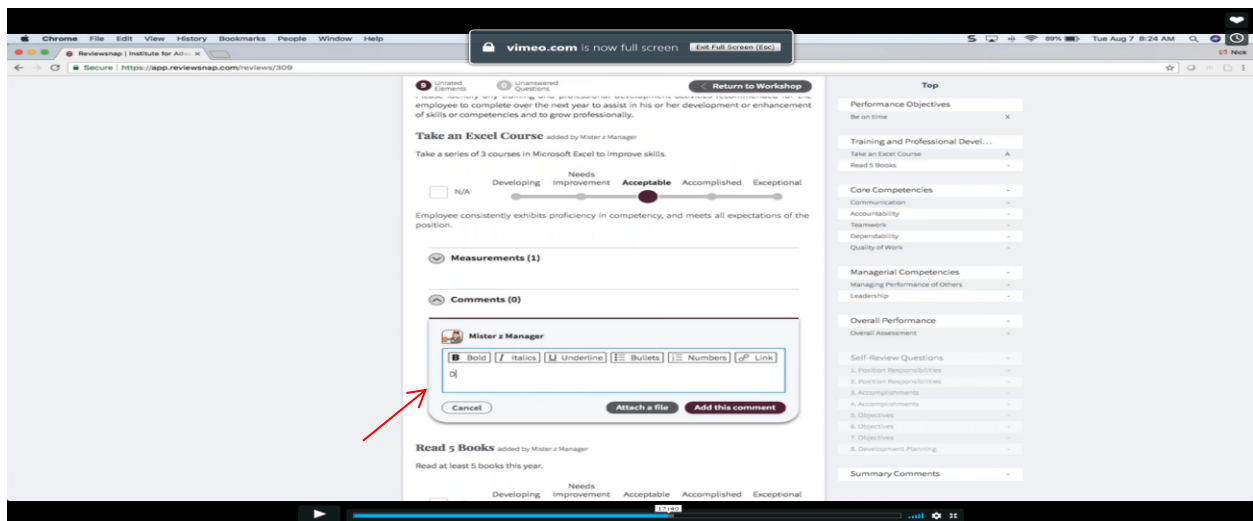
Step 3: Complete the performance review form

Starting at the top, under **Performance Objectives**, there will be a rating scale associated with the goals that were previously entered.



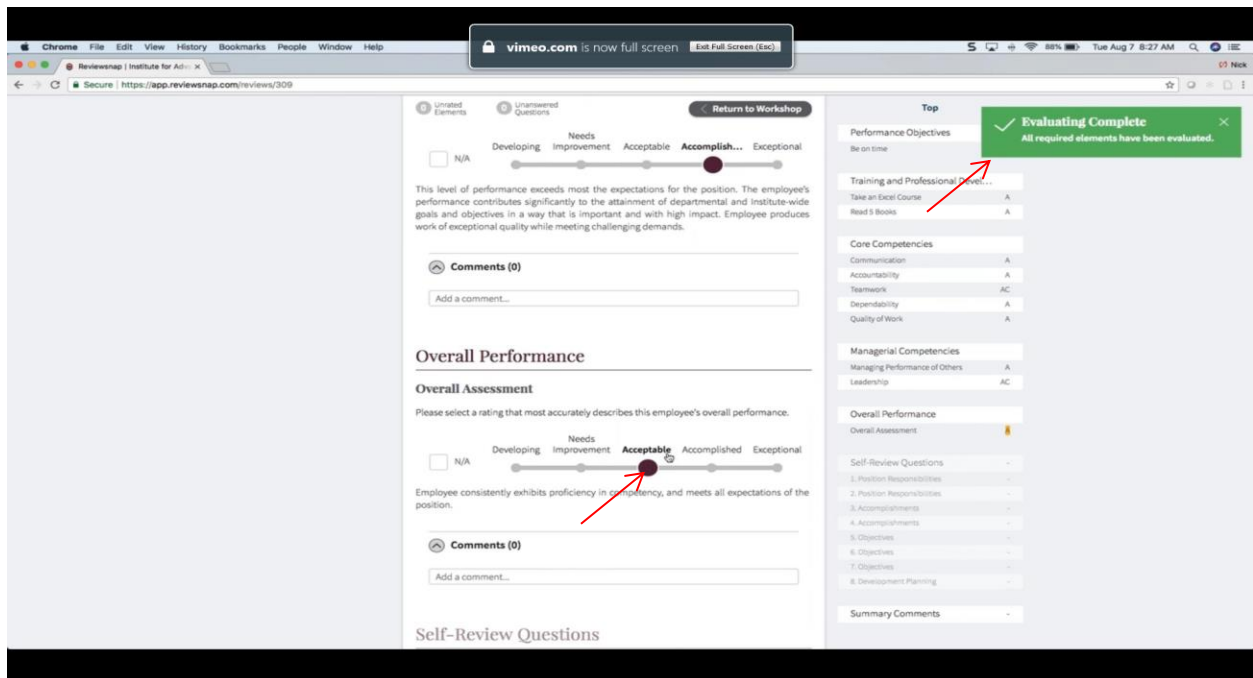
The definition of each point on the scale will appear when selected.

You can then add comments or attach files on any of the performance elements.



Please repeat the rating and comment steps described above for the remaining sections of the performance review (Training and Professional Development, Core Competencies, and Managerial Competencies (for supervisors only)).

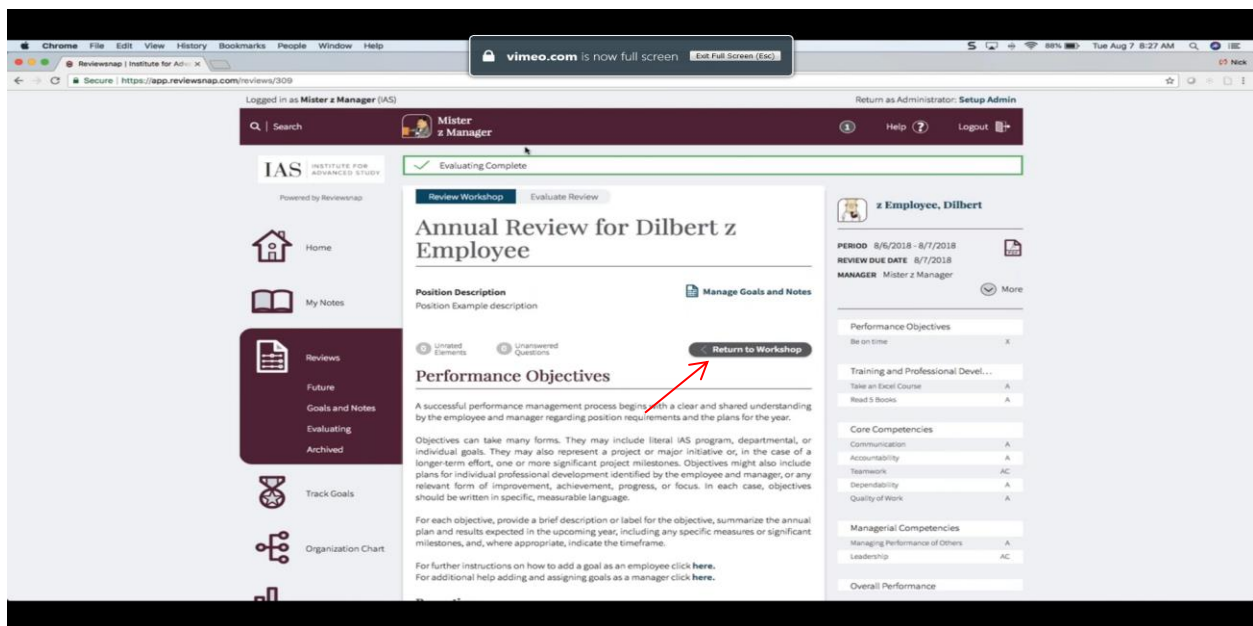
Lastly, there is an **Overall Performance** designation at the bottom of the form (but above the Self-Review section). Once the overall performance rating is entered, you should receive a confirmation that the form is complete.



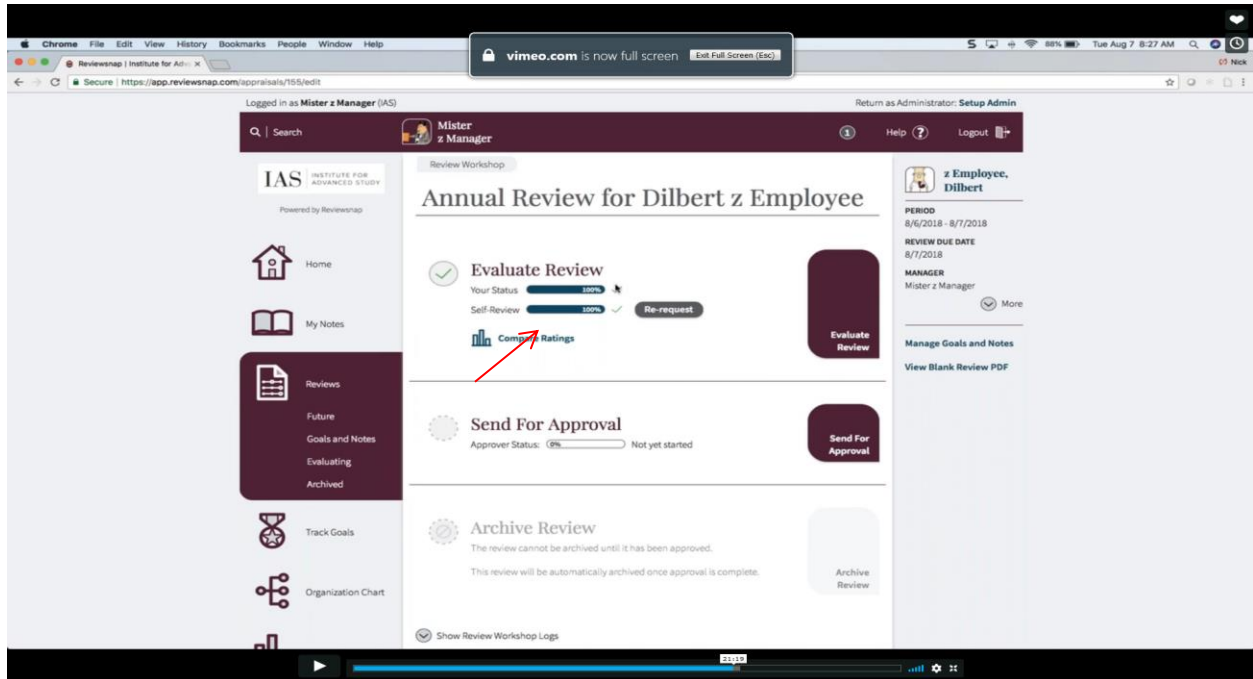
Please note that you will be able to view the Self-Review section, where you can review the comments and feedback provided by the employee being evaluated. You can add your own comments to this section as well.

Step 3: Submit the completed review

Upon completion of the review, scroll to the top and select **Return to Workshop**

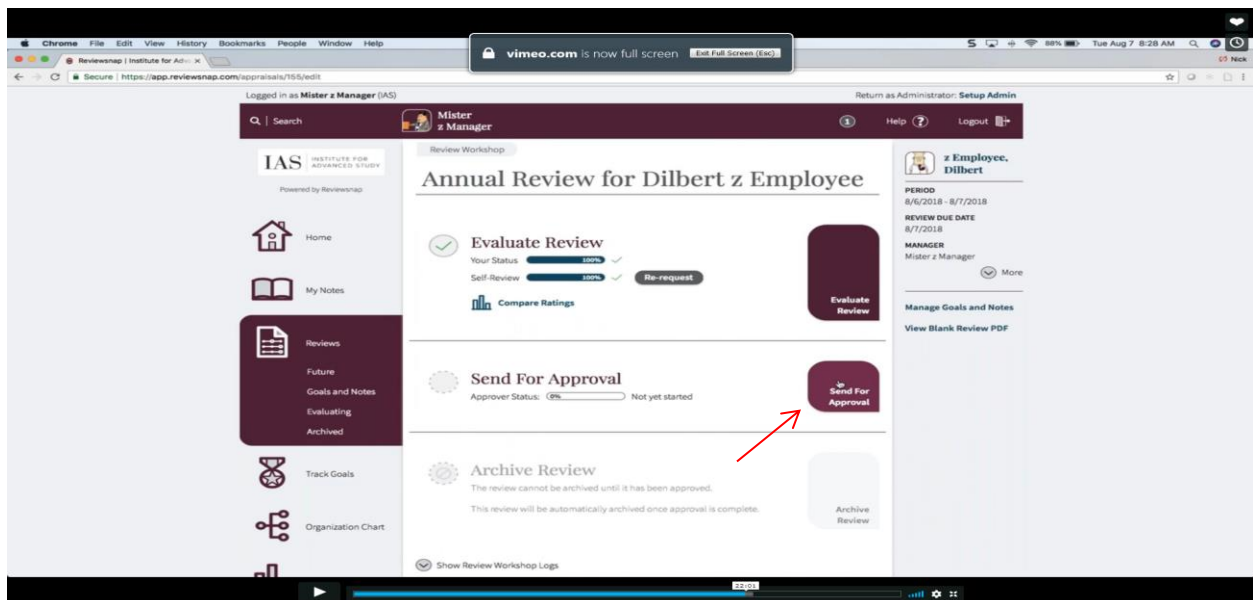


Once you return to *Review Workshop*, your review status will be reflected as being 100% completed.



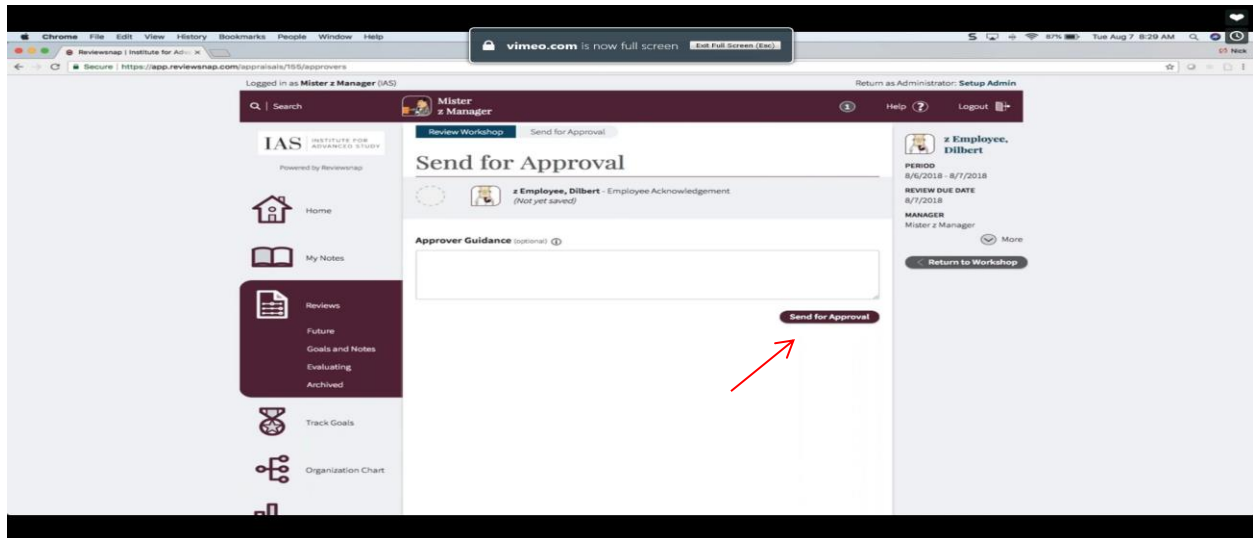
At this point in the process, you should have a conversation with your direct report to discuss both the performance review and the Self-Review.

Once the review has been finalized following the performance conversation with the employee, please select **Send for Approval**.



This will send the review itself back to the employee for her/his acknowledgement. *This step needs to occur after you had the opportunity to speak to the employee about the review. This is not intended to replace the conversation with your direct report. The review can be thought of as a tool that will help facilitate the performance review conversation.*

You can then select **Send for Approval**.



The review will now reside with the employee, who can then acknowledge the review.