

## **ReviewSnap** Employee Self Review Instructions

STEP 1: Login in to ReviewSnap and under the 'Review Process' tab, select 'Manage Reviews':

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Review Process						
Manage Reviews Manage eSignatures Create Journal Entries	Discussions					
Welcome Employee Test						
Welcome to Reviewsnap <sup>™</sup> !						
Your organization is a subscriber to this robust employee performance computer that has Internet access.	e evaluation and 360 degree	e feedback syster	n. It is available to	you 24 hour	s a day, 7 days a weel	from any
Using the system is easy and its flexibility is unequaled. There is some involved in the setup depends on the number of employees you will b		e performance re	views/appraisals (	an <mark>be comp</mark>	leted on employees. T	he time
Your Reviewsnap administrator can provide internal support such as administrator is not available, please don't hesitate to contact us eithe						m. <mark>If</mark> your
	reviewsnap					
	ReviewSNAP Reference	ce Guide				

STEP 2: Click on 'Create or Complete a Review' on the left hand side of the page:

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Create/View Journal Entries	Email A				est, Employee	
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STEP 3: Select the 'FY17 Mid-Year Review' from the drop-down menu:

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Select an availa Select One Select One Goal Setting ( Mid-Year Revi	ble review period to crea	te the review for.						

STEP 4: Select 'Performance Review' from the drop down menu:

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Review Process						
Manage Reviews Manage eSignatures Create Journal Entries	Discussions					
Employee Test: Select a Template Select a template to create this review from: Select One Performance						

**STEP 5:** Click 'Continue' (*NOTE: If you would like to review the form before making edits, click the 'Print Blank Evaluation Form' and a PDF will generate for your review):* 

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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: Test Employee (employee@ohio.com) Review Period: 2/15/2016 - 3/4/2016 Template Name: Performance Evaluation Coglinue Cancel Print Blank Evaluation Form STEP 6: Once you are in the review, you will see instructions at the top of the page along with the scale legend:

	Instructions
Performance Evaluation Process M	ilestones
development. Discussion with Manager – ch Description Review – Individu after you have done this with y Mid-year Progress Discussion	ives and Professional Development Goals – check this box after you have entered your proposed objectives and ideas for professional leck this box after you and your manager have discussed, agreed upon, and documented a reasonable number of objectives. al employee position descriptions should be reviewed, discussed and signed during the performance-planning meeting. Check this box your manager. Against Plan – check this box after you and your manager have met to discuss your six-month performance. check this box after you and your manager have discussed your performance for the year & you've reviewed the final rating.
	Scale Legend
Not Achieved (NA):	Performance was below standard with regard to the expectations and requirements of the position and/or has failed to meet agreed upon goals. Steps must be taken to improve overall performance.
Achiev∉d (A):	Performance consistently met the expectations and requirements of the position and periodically may have exceeded them.
Exceeded (E):	Performance has exceeded the expectations and the requirements of the position.

**STEP 7:** When you scroll down, you will see your goals that were entered during the goal setting phase. Enter a rating and any comments into the Goal Comments text box section. Click 'Next' at the bottom of the page when you are ready to move on (this will automatically save what you have done so far and run a spell check):

	Scale L					
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Not Achieved (NA): Performance was belo upon goals. Steps m	ow standard with regard to nust be taken to improve ov		ents of the position a	nd/or has	tailed to n	neet agre
Achieved (A): Performance consister	ntly met the expectations a	nd requirements of the position	n and periodically ma	y have ex	ceeded th	em.
Exceeded (E): Performance has exce	eded the expectations and	I the requirements of the positi	on.			
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I = All Goals & Comments have been filled-out.

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STEP 8: On the next page, provide your overall score and then click 'Next' at the bottom of the page:

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e Reviews Manage eSignatures Create Journal Entries	Discussions					
Overall Performance Evaluation	Scale Legend					
Not Achieved (NA): Performance was be agreed upon goals.				e position a	ind/or has failed t	o meet
Achieved (A): Performance consist	ently met the expectations and re	quirements of th	e position and per	iodically ma	y have exceeded	d them.
Exceeded (E): Performance has exc	ceeded the expectations and the	requirements of	the position.			
Competency	Description		N	A	A	E
Overall Peformance Rating			0	)	- <u>R</u>	0
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**STEP 9:** You will then be brought to the Overall Comments page. Enter comments and then click 'Next' at the bottom of the page:

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STEP 10: There will be a drop down menu next to the Employee Test header on this page. You then have several options to choose from on how to proceed:

- Select items from this menu to bring you back to different sections within the self-review.
  If you are NOT ready to submit your self-review, click on '<u>Click here</u> to save this review and exit.'
- 3. If you would like to send a notification or question to your supervisor, click on 'Click here to send a notification about this review.'
- 4. If you are ready to submit, click on the 'Click here to finalize this review. Once this review is finalized, you will not be able to edit any portion of this review'.

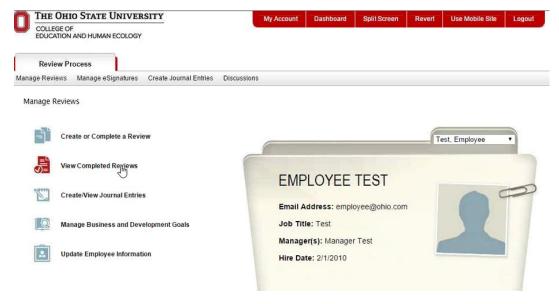
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Review Pr	ocess							
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Click here to ser	nd a notification about thi	is review.						
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**STEP 11:** After finalizing your review, it is considered a completed evaluation:

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Review Process	5									
Manage Reviews Man	age eSignatures	Create Journal E	ntries Dis	scussion	s					
Employee Test: View	w a Completed R	eview								
Review Period Name	Period Start Date	Period End Date	Reviewer		Actions					
Mid-Year Review	2/15/2016	3/4/2016	Self	View F	Reviewers					

Back to Manage Reviews

**STEP 12:** You will now have the option to access your completed review when you select the Manage Reviews Tab and then click on 'View Completed Reviews':



STEP 13: Click 'VIEW' to generate a PDF of your completed review:

THE OHIO STATE UNIVERSITY	My Account	Dashboard	Split Screen	Revert	Use Mobile Site	Logout
COLLEGE OF EDUCATION AND HUMAN ECOLOGY						
Review Process						
Manage Reviews Manage eSignatures Create Journal Entries Disc	ussions					
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