



ReviewSnap

Employee Self Review Instructions

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

The screenshot shows the top navigation bar with the Ohio State University logo and the text 'COLLEGE OF EDUCATION AND HUMAN ECOLOGY'. To the right are buttons for 'My Account', 'Dashboard', 'Split Screen', 'Revert', 'Use Mobile Site', and 'Logout'. Below this is a 'Review Process' tab with a sub-menu containing 'Manage Reviews', 'Manage eSignatures', 'Create Journal Entries', and 'Discussions'. The 'Manage Reviews' link is highlighted with a mouse cursor. The main content area displays a welcome message: 'Welcome Employee Test', 'Welcome to Reviewsnap™!', and several paragraphs of introductory text about the system. At the bottom, there is a 'ReviewSNAP Reference Guide' link with a corresponding icon.

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

This screenshot shows the 'Manage Reviews' section of the interface. On the left, there is a list of actions: 'Create or Complete a Review' (highlighted with a mouse cursor), 'Create/View Journal Entries', 'Manage Business and Development Goals', and 'Update Employee Information'. On the right, there is a large folder icon representing an employee's record. The folder is labeled 'Test, Employee' and contains the following information: 'EMPLOYEE TEST', 'Email Address: employee@ohio.com', 'Job Title: Test', 'Manager(s): Manager Test', and 'Hire Date: 2/1/2010'. A placeholder image for the employee is also visible.



STEP 3: Select the 'FY17 Mid-Year Review' from the drop-down menu:

The screenshot shows the 'Review Process' page with a navigation bar containing 'Manage Reviews', 'Manage eSignatures', 'Create Journal Entries', and 'Discussions'. The main heading is 'Employee Test: Create a New Review'. Below it, a dropdown menu is open with the prompt 'Select an available review period to create the review for.' The options are: 'Select One', 'Goal Setting (10/13/2015 - 11/6/2015)', 'Mid-Year Review (2/15/2016 - 3/4/2016)', and 'Annual Review (6/1/2016 - 6/30/2016)'. The 'Mid-Year Review' option is highlighted.

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

The screenshot shows the 'Review Process' page with a navigation bar containing 'Manage Reviews', 'Manage eSignatures', 'Create Journal Entries', and 'Discussions'. The main heading is 'Employee Test: Select a Template'. Below it, a dropdown menu is open with the prompt 'Select a template to create this review from:'. The options are: 'Select One', 'Select One', and 'Performance Evaluation'. The 'Performance Evaluation' option is highlighted.

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):

The screenshot shows the 'Review Process' page with a navigation bar containing 'Manage Reviews', 'Manage eSignatures', 'Create Journal Entries', and 'Discussions'. The main heading is 'Review Your Selections'. Below it, a message reads: 'Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.' The summary information is: 'Employee: Test, Employee (employee@ohio.com)', 'Review Period: 2/15/2016 - 3/4/2016', and 'Template Name: Performance Evaluation'. At the bottom, there are three buttons: 'Continue', 'Cancel', and 'Print Blank Evaluation Form'. The 'Continue' button is highlighted.



STEP 6: Once you are in the review, you will see instructions at the top of the page along with the scale legend:

Instructions
<p>Performance Evaluation Process Milestones</p> <ul style="list-style-type: none"> • Establish Performance Objectives and Professional Development Goals – check this box after you have entered your proposed objectives and ideas for professional development. • Discussion with Manager – check this box after you and your manager have discussed, agreed upon, and documented a reasonable number of objectives. • Description Review – Individual employee position descriptions should be reviewed, discussed and signed during the performance-planning meeting. Check this box after you have done this with your manager. • Mid-year Progress Discussion Against Plan – check this box after you and your manager have met to discuss your six-month performance. • Fiscal Year-End Discussion – check this box after you and your manager have discussed your performance for the year & you've reviewed the final rating.
Scale Legend
<p>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.</p> <p>Achieved (A): Performance consistently met the expectations and requirements of the position and periodically may have exceeded them.</p> <p>Exceeded (E): Performance has exceeded the expectations and the requirements of the position.</p>

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 Legend																					
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✔ = All Goals & Comments have been filled-out.



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

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

Review Process
Manage Reviews | Manage eSignatures | Create Journal Entries | Discussions

Employee Test: Review of Performance

Overall Performance Evaluation

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.

Achieved (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.

Competency Description	NA	A	E
Overall Performance Rating	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

✓ = All Competencies & Comments have been filled-out.

Previous | Next | Save Only | Save and Exit

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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My Account | Dashboard | Split Screen

Review Process
Manage Reviews | Manage eSignatures | Create Journal Entries | Discussions

Employee Test: Overall Comments

Overall Comments:

[Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, size, etc.]

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Previous | Next | Save Only | Save and Exit



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:

1. Select items from this menu to bring you back to different sections within the self-review.
2. If you are NOT ready to submit your self-review, click on '[Click here](#) 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'.

STEP 11: After finalizing your review, it is considered a completed evaluation:

Review Period Name	Period Start Date	Period End Date	Reviewer	Actions
Mid-Year Review	2/15/2016	3/4/2016	Self	View 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: