EMPLOYEE PERFORMANCE APPRAISAL TRAINING PROCESS

January, 2012
Log-In

Review Snap Website
https://www.reviewsnap.com/login.cfm

Type your Life University email address here

Type your temporary password here
(Password will be emailed directly to you.)
Log-In

You will be prompted to select a new password the first time you log on.
Behavior-Based Rating Scale

**Level 1:** Destructive or apathetic to job requirements, duties and/or responsibilities*

* A rating of “Level 1” requires a comment describing the pattern of behavior including at least one specific instance and possible strategies to elevate the behavior pattern to the “Responsive” or “Proactive/Anticipatory” level.

**Level 2:** Complacent (or careless) in the performance of duties and responsibilities; behaviors do not consistently meet the Standards; The University’s expectation is that employees will perform at Level 3 or above)

**Level 3:** Receptive and responsive to requests of assignments

**Level 4:** Anticipatory, proactive and/or considerate of the broader/future impact of actions. NOTE: a rating of “Level 4” includes all positive behaviors associated with a rating of “Level 3” plus additional positive behaviors.*

*A rating of “Level 4” requires a description of the pattern of anticipatory responses and/or the employee’s broad consideration of his/her actions on others. Please cite at least one specific example.

**Important:** Remember that the performance appraisal is to be based on the full range of generally observed behaviors over the entire course of the rating period and not just on the most recently observed or isolated behaviors. Please characterize your own performance (and/or the performance of your reports) using only the above rating points/levels on each continuum of behaviors.
Performance Appraisal Process

This will be the first screen you will see once you have updated your password.

Next click on **Manage Employees** to begin the process.
Navigating through Tool Bar

**Manage Employees** two section categories – Employee Information and Actions

**Employee Information**
- Name
- E-mail
- Manager
- Department
- Job Title – ability to review your job description. (Click on Job Title)
- Hire Date

*Verify that all information is correct, if not, please contact Human Resources.*
Navigating through Tool Bar

**Manage Employees** two section categories – Employee Information and Actions

**Actions**

Create or complete a review (Self-Review)

Manage Goals – If your manager has provided goals, you can track your progress.

Create/View Journal Entries – Allows you to create journal entries throughout the year to ensure accuracy during your performance appraisal.

Update Employee Information – Change Password
Self-Appraisal

Email Notifications for Self-Appraisals - You will receive an email 30 days prior to the review due date of the Self-Appraisal.

**Options:**

- **View** – Allows you to view an existing performance appraisal.
- **Continue** – Allows you to begin a self-appraisal.
Self-Appraisal

Click on the drop down menu to select the appropriate review period

Three Options:
90 Day Review
Annual 2012 – Supervisor
Annual 2012 – Employee
Self-Appraisal

For the self-appraisal, you will select "Employee Performance Appraisal," then continue.
Self-Appraisal

Verify the information you have selected.

- Continue – allows you to move forward and continue the review.

- Cancel – allows you to return to the previous screen and make any necessary corrections.

- Print Blank Evaluation Form – allows you to print a blank evaluation form and jot down any notes.

* Please keep in mind that once you click on continue, you will be unable to change the review period.
Review of Performance

In Section 1 - you will rate your performance on the following categories:

I. An Attitude of Helpfulness
II. A Personal Commitment to Building Relationships
III. Manages to the Best Solution
IV. User Friendly Always

<table>
<thead>
<tr>
<th>Old Rating</th>
<th>New Behavior Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Destructive or apathetic*</td>
</tr>
<tr>
<td>(2)</td>
<td>Complacent (or careless)</td>
</tr>
<tr>
<td>(3)</td>
<td>Receptive or responsive</td>
</tr>
<tr>
<td>(4)</td>
<td>Anticipatory, proactive and/or considerate*</td>
</tr>
<tr>
<td>(5)</td>
<td>No longer applicable</td>
</tr>
</tbody>
</table>

* Requires Comments/Suggestions Section to be completed.

A pop-up comment box will appear for ratings of Level 1 and Level 4. Please type the required comments and possible strategies (Level 1) and specific example(s) (Level 4) as indicated in the instructions above.

Note: By clicking Next your ratings and comments will automatically be saved. If you do need to step away you may want to click Save and Exit to save your progress as well as close out the review.
Review of Performance

1. An Attitude of Helpfulness (below are the behavior patterns within this category)

<table>
<thead>
<tr>
<th>Old Rating</th>
<th>New Behavior Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Destructive or apathetic*</td>
</tr>
<tr>
<td>(2)</td>
<td>Complacent (or careless)</td>
</tr>
<tr>
<td>(3)</td>
<td>Receptive or responsive</td>
</tr>
<tr>
<td>(4)</td>
<td>Anticipatory, proactive and/or considerate*</td>
</tr>
<tr>
<td>(5)</td>
<td>No longer applicable</td>
</tr>
</tbody>
</table>

* Requires Comments/Suggestions Section to be completed.

A pop-up comment box will appear for ratings of Level 1 and Level 4. Please type the required comments and possible strategies (Level 1) and specific example(s) (Level 4) as indicated in the instructions above.

Note: By clicking Next your ratings and comments will automatically be saved. If you do need to step away you may want to click Save and Exit to save your progress as well as close out the review.
II. **A Personal Commitment to Building Relationships**

<table>
<thead>
<tr>
<th>Old Rating</th>
<th>New Behavior Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Destructive or apathetic*</td>
</tr>
<tr>
<td>(2)</td>
<td>Complacent (or careless)</td>
</tr>
<tr>
<td>(3)</td>
<td>Receptive or responsive</td>
</tr>
<tr>
<td>(4)</td>
<td>Anticipatory, proactive and/or considerate*</td>
</tr>
<tr>
<td>(5)</td>
<td>No longer applicable</td>
</tr>
</tbody>
</table>

* Requires Comments/Suggestions Section to be completed.

A pop-up comment box will appear for ratings of Level 1 and Level 4. Please type the required comments and possible strategies (Level 1) and specific example(s) (Level 4) as indicated in the instructions above.

**Note:** By clicking Next your ratings and comments will automatically be saved. If you do need to step away you may want to click Save and Exit to save your progress as well as close out the review.
Review of Performance

III. Manages to the Best Solution

III-A Acquires and develops job skills
III-B Asks appropriate questions to discover needs and offers alternative solutions
III-C Uses and promotes creative approaches
III-D Maintains productivity
III-E Envisions and plans for change
III-F Collaborates in a positive manner with others
III-G Supports decisions that are made collaboratively
III-H Negotiates with respect, resolves conflicts and reaches agreement

<table>
<thead>
<tr>
<th>Old Rating</th>
<th>New Behavior Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Destructive or apathetic*</td>
</tr>
<tr>
<td>(2)</td>
<td>Complacent (or careless)</td>
</tr>
<tr>
<td>(3)</td>
<td>Receptive or responsive</td>
</tr>
<tr>
<td>(4)</td>
<td>Anticipatory, proactive and/or considerate*</td>
</tr>
<tr>
<td>(5)</td>
<td>No longer applicable</td>
</tr>
</tbody>
</table>

* Requires Comments/Suggestions Section to be completed.

A pop-up comment box will appear for ratings of Level 1 and Level 4. Please type the required comments and possible strategies (Level 1) and specific example(s) (Level 4) as indicated in the instructions above.

Note: By clicking Next your ratings and comments will automatically be saved. If you do need to step away you may want to click Save and Exit to save your progress as well as close out the review.
Review of Performance

IV. User Friendly Always

IV-A Respects own and others’ time
IV-B Acquires and applies knowledge
IV-C Responds to requests in a timely manner
IV-D Utilizes good planning practices
IV-E Actively seeks ways to improve internal processes and operations
IV-F Greets all others in a friendly manner
IV-G Considers the impact of decisions and actions (including failure to act) on others

<table>
<thead>
<tr>
<th>Old Rating</th>
<th>New Behavior Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Destructive or apathetic*</td>
</tr>
<tr>
<td>(2)</td>
<td>Complacent (or careless)</td>
</tr>
<tr>
<td>(3)</td>
<td>Receptive or responsive</td>
</tr>
<tr>
<td>(4)</td>
<td>Anticipatory, proactive and/or considerate*</td>
</tr>
<tr>
<td>(5)</td>
<td>No longer applicable</td>
</tr>
</tbody>
</table>

* Requires Comments/Suggestions Section to be completed.

A pop-up comment box will appear for ratings of Level 1 and Level 4. Please type the required comments and possible strategies (Level 1) and specific example(s) (Level 4) as indicated in the instructions above.

Note: By clicking Next your ratings and comments will automatically be saved. If you do need to step away you may want to click Save and Exit to save your progress as well as close out the review.
Overall Comments and Development Plan

Section 2 – Overall Comments and Development Plan

Overall Comments
Utilize this area to provide overall comments on performance throughout the appraisal period. Remember that the performance appraisal is to be based on the full range of behaviors over the entire course of the rating period and not just on the most recently observed or isolated behaviors.

Development Plan
This section should be completed only if the employee has a rating of (Level 1) Destructive or apathetic to job requirements, duties or responsibilities.

Development Plans should be created one at a time and including the following steps for each plan or goal.
• Develop a Goal Description
• Identify Due Date
• Develop an Action Plan to assist in successfully meeting the Goal established
Journal Entries

The purpose of the journal entries is to track your performance throughout the entire year. This helps ensure more accurate reviews and track progress of goals and leave notes regarding accomplishments for the year.
Journal Entries

- Private Entry – allows you to journal private notes. No one other than you can access.
- Journal Title - should reflect type of journal entries (disciplinary, initiative, merit, recognition, etc.)
- You can attach documents such as disciplinary, documentation, past reviews, emails, etc.

Note: Document Format (* PDF, XLS, CSV, DOC, JPG, or GIF Only)
- Click Create after completed.
Journal Entries

Three options:

1. Create another journal entry;
2. Print Journal Entry; or
3. View/Update existing journal entry
Performance Appraisal

Once your manager/supervisor has completed the performance appraisal, a meeting will be scheduled to review your performance appraisal.

2. Comments – Add comments.
3. Continue – To finalize and send for signatures.