Log-In

Review Snap Website - https://www.reviewsnap.com/login.cfm
ReviewSNAP is available to you 24 hours a day, 7 days a week, from any computer that has internet access.

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 in.
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.
Directions for Completion

This performance appraisal is confidential and will be presented to the employee by the supervisor. The supervisor will be asked to assess employee performance on individual competencies.

After completion of the appraisal, a conference should be held between the supervisor and employee to discuss its content. The conference should be held in a quiet location where supervisor and employee will be free to talk candidly without interruption or intrusion. The supervisor should attempt to establish a constructive tone in his or her comments, stressing improvement, development, and growth.

The job description should be reviewed with the employee. Job descriptions are available in ReviewSNAP for employees and can be accessed by the Supervisor. Job descriptions are located under the employee’s information. To access job description, click on actual job title.

Areas in which employee performance has declined should be documented and dealt with honestly, including implementation of a Development Plan (following Section 4 of the ReviewSNAP template).

These deficient areas should be targeted as opportunities for future improvement. Throughout the meeting the employee should be encouraged to respond at any time. The supervisor and employee are required to establish goals for the upcoming year and will be documented in Section 3. The performance appraisal will be electronically routed for signature following the review.

**NOTE:** Employees should be advised their signature does not reflect their agreement with the assessment, but acknowledges the assessment findings have been discussed.
Performance Appraisal Process

- To begin the Performance Appraisal, return to Manage Employees screen and select the name of the employee from the drop down box.

- Next, click on the Create or Complete a Review link in the Actions box.

**NOTE:** If you do not see the Create or Complete a Review link in the Actions box, the following may have occurred:

- The employee may not be assigned to you, if so, please contact Human Resources.
- There are no review periods that apply to this employee.
Performance Appraisal Process

Select employee name from drop down menu, then click on Create or Complete Review Option: Available to view the Job Description

- Click on employee name then,
- Create or Complete Review

To review Job Description, click on Job Title
Performance Appraisal Process

- After clicking on Create or Complete a Review you will need to select the correct review period which you are doing the review.

- Next, select the correct template that you will use for the review.

- Note: Make sure that you have selected the correct employee and template before continuing.
Performance Appraisal Process

Review the information you have selected (Employee Name, Review Period and Template).

Three Options:
Continue – begin the appraisal.
Cancel – If you elected incorrect information, this will take you back to start over.
Print – You may elect to print a blank appraisal form to make notes.

Note: Once you proceed past this step, you will not be able to change template for this review period.
Review of Performance

In Section 1 - you will rate the employee’s 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

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* 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

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

I-A Owns the problem until it’s resolved
I-B Consistently displays courtesy
I-C Actively listens and responds to others’ needs
I-D Displays a commitment and responsibility to help
I-E Manages information effectively
I-F Appropriately and reliably records information

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II. A Personal Commitment to Building Relationships

II-A Accepts responsibility for decisions, actions, and results
II-B Appropriately celebrates others' work contribution
II-C Appropriately addresses deficiencies
II-D Promotes inclusiveness with people of diverse backgrounds
II-E Displays and expects professionalism
II-F Builds pride in and ownership of the institution
II-G Actively seeks out and builds relationships with those necessary for optimal function

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Review of Performance

III. Manages to the Best Solution

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Review of Performance

IV. User Friendly Always

IV-A Prioritizes own time and demands on others’ time effectively and respectfully
IV-B Acquires and applies knowledge, including institutional knowledge
IV-C Responds to requests in a timely manner
IV-D Utilizes the planning cycle effectively
IV-E Actively supports, and utilizes internal policies and procedures effectively
IV-F Consistently models respectful and constructive interaction with all others
IV-G Considers the impact of decisions and actions (including failure to act) on the LIFE Community

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Goals

Section 2 – Review of Progress in Meeting Goals
This section you will have an opportunity to rate the progress of their current year’s goals. You may leave comments on their progress and if the goals have been met in a timely manner.

Section 3 - Performance plan for upcoming year – List of Goals
In section 3 list the upcoming years goals. You may add these goals into the system and if you add next years goals in at this time the goals will automatically populate into the Manage Goals section and rollover to next years review. If you are not ready to add the goals in for next year, add the goals through the “Manage Goals” section.
Overall Comments and Development Plan

Section 4 – 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 generally observed 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
Edit/Review Prior to Finalizing

Before finalizing, you will have the opportunity to edit Section 1 and 2 by utilizing the drop-down menu.

Answer Competencies
- An Attitude of Helpfulness
- A Personal Commitment to Building Relationships
- Manages to the Best Solution
- User Friendly Always

Overall Comments and Development Plan, if necessary.

Final Review
Edit/Review Prior to Finalizing

- Click if ready for signatures - When you are ready for the review to be sent to the employee and a meeting should also be set up to discuss the review at this time.

- Click to save this review and exit - This allows you to go over the review for accuracy and add any additional comments.

- Confirming that you are ready to discuss the appraisal with the employee and ready for signatures.

- Click here to mark this review ready for signatures or Click here to save this review and exit.
eSignatures

Make sure the box for "Require Employee Signature" is checked on this review.
eSignatures

Click on “signatures” to continue. An email notification will be generated automatically to the employee to advise that their performance appraisal is ready for review.
eSignatures

Click on “Activate” for the employee’s signature and sign your name where designated.
Face to Face Meeting

- Once you have signed-off on the performance appraisal, the employee will be notified that the performance appraisal is ready for their review.

- Schedule a face to face meeting to review the appraisal with the employee to discuss. Please allow for a few days for the employee to review and add any comments.

- Once the meeting has taken place with the employee and has the opportunity to add comments, the employee log-in to Review Snap and will sign-off.

- It will then be necessary for you to log-in to Review Snap to finalize the process to submit to Human Resources.
Finalizing to Human Resources

- Click on Manage Employees
- Select Employee Name
- Create or Complete Review
Finalizing to Human Resources

Note: Once the review is finalized, you will not be able to edit any portion of this review.
Finalizing to Human Resources

Performance Appraisal process has been completed and sent to Human Resources for signature.
eSignatures Routing

Electronic Signature Routing:

- Once the employee has electronically signed-off on the review, it will automatically be routed to the employee’s manager/supervisor for approval.

- After manager/supervisor has approved the review, it will automatically be routed to Human Resources for final approval.

You will see the reporting levels, but no action is required.
Click - Submit
Finalizing

Four Options
View - Review in a PDF format
Comments – Should the employee leave comments, you will be able to view here.
Continue – To edit or make changes.

NOTE: Once you finalize the review no more changes can be made, so make sure all changes have been made before finalizing the review.
Journal Entries

- The purpose of the journal entries is to help reviewers remember how an employee performed throughout the entire year. This helps ensure more accurate reviews and keeps the manager from having to rely on their memory of how the employee performed.

- Managers will be able to leave journal entries on their employees at ANYTIME throughout the year.

- Employees will also be able to leave journal entries on themselves to help track their progress in their goals and leave notes regarding accomplishments for the year.

Access Journal Entries two ways: Create/View Journal Entries
Journal Entries

Utilizing the Manage Employee option
- Click on drop down menu and select employee name

Utilizing the Create Journal Entries
- Click on Select next to employee name
Journal Entries

- 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

Next screen allows three options:

- Click on create a new journal entry or
- Print Journal Entry or
- Edit existing journal entry