

Recent ReviewSNAP System Updates

Ability to hide 360 Degree Survey links – This change gives you the option of hiding all links related to our 360 Degree Feedback module. You automatically have access to our performance appraisals and 360 Degree surveys, but if you do not want to implement 360 Degree Surveys than you can hide all links by going into the Manage Company Information page and un-checking the box in the 360 Surveys section.

Add Save Only button to Review Process – This option gives you the ability save the progress of the review you are working on without having to exit the review.

Individual 360 Surveys for Managers – This allows the manager/survey administrator to be able to view each individual rater’s survey as well as the summary report. You can do this by clicking on the “Raters” button in the Manage 360 Degree Surveys page.

Self-Review Goals – This gives employees the ability to rate their current goals and add goals for the next review period during their self-evaluation.

PDF Attachments for Journal Entries/Job Description – This addition allows you to add attachments when creating job descriptions and journal entries.

Open-ended Questions on Reviews – This change gives you the ability to create open-ended/non-ratable questions for templates that you will use for your reviews.

Manager E-mail for Feedback – Managers now receive an email notification anytime an employee leaves a journal entry on one of their subordinates. This helps save the time of randomly checking for new journal entries. You will now know anytime a journal entry has been left on one of your subordinates.

Customer-based Rating Scales – Initially ReviewSNAP only offered 5 point rating scales for reviews, but this change created the ability for companies to select how many points they would like to use in their rating scales. They can choose anywhere from 1 to 10 point rating scales.

Create Departments and Job Descriptions on User Import – Initially departments and job descriptions had to be added into the system manually prior to doing the import of your employees. Now, you can import your departments and job descriptions/job titles with your employees.

Weighted Competency Groups – This gives the option of assigning a percentage to a competency group based on its importance. This option can be selected on the Manage Company Information page in the Review Settings section. If you leave the box unchecked all competency groups will be of equal value.

Employee Specific Review Periods – If your company uses multiple review periods that don’t apply to all employees you can select which employees you want them to apply to when creating them. This is a helpful tool for disciplinary review periods or if your employees are broken up into separate review periods.

Self-evaluation Notifications – Not only does the system send out notifications for upcoming and past due reviews to the managers, it will now send them out to all employees for upcoming and past due self-evaluations. You will need to go into the Manage Company Information page and check the box for self-eval notifications. This option is under the Review Notifications section.

Employee Comments on Reviews – There is now a button available on the Create or Complete a Review page (once a review has been completed) allowing an employee to leave comments on a review that their manager completed on them. So, if an employee disagrees with a rating, comment, etc. they can let them know through the comments page. A notification will be sent to the manager anytime an employee leaves a comment through this page.

Employee Updatable Goal Statuses – This option added a drop down box allowing employees and manager to update goals. If a goal status is updated the manager is sent a notification letting them know the status has changed to help them track the progress of the goals.

AuthoriCheck Tool – The AuthoriCheck tool appears anywhere there is a text box within the system and it scans for discriminatory, derogatory and inappropriate language and offers alternatives to that language.

Review Stats Dashboard – Initially our statistics dashboard only offered 5 canned reports, but has now been expanded to offer 11 dynamic reports. It is now more visual with charts and graphs and we will soon be adding the raw data below those charts and graphs as well. We will be adding more reports throughout the year.

Review E-mail Notification Intervals – Previously it was set within the system for everyone to receive notifications on set intervals. Now, in the Manage Company Information page you can select when and how many notifications you want sent out for upcoming and past due reviews.

Option to Reset eSignatures When Edits Are Made – By default our system is set to clear out any eSignatures that have been obtained when an edit is made to a review. We always recommend that you stick to the default for legal purposes, but you do have the option of not clearing the eSignatures when an edit is made. This option is the last checkbox of the eSignature section on the Manage Company Information page.

Multiple Probation End Dates in Import – If your company uses multiple probationary review periods you can now add them in through our import function. Initially you were only able to add one probationary review period, but you can now add multiple probationary review periods in through the import.

Change Feedback to Journal Entry – Previously our journaling tool was referred to as “feedback” throughout the system. To avoid any confusion we have changed all references of this tool to Journal Entry(ies).

Reminder e-mails to managers for Journal Entries – You can now setup automatic notifications to go out to managers reminding them to leave journal entries on their subordinates. You can select how often you would like the notifications to go out.

Checkbox on Review for Employee Review Signoff – Not all employees have email address to be able to log into the system. Because of this some companies want their managers and HR person to sign-off using the eSignature process, but want the employee to sign-off on a hard copy. This option that comes at the end of the review allows this to happen. If you check this box the employee will be required to sign-off through the eSignature, but if you leave this unchecked the employee will sign-off on the hard copy.

Direct links in e-mails – To avoid any confusion and to require less navigation through the system there are now links in the email notifications taking you straight to the page where actions need to be taken. So, if you need to sign-off on the review the notification will have a link taking you to the signatures page.

Ability to Jump in review process – This was a long awaited change by all clients and ReviewSNAP. Initially you would have to tab through the entire review to make any changes to the review and re-mark it ready for signatures. Now, you can jump straight to the page you left off on and once you are done you can select the exact page you want to jump to for making any changes to the review.