

# Reviewsnap Glossary



<b>360-Rater</b>	A peer or colleague (outside of the traditional Manager/Employee relationship) that provides feedback on the performance of a colleague.
<b>All Subordinates</b>	All employees below a manager in the company hierarchy
<b>Approve Review</b>	Ability of a Manager, Human Resources or other employee to view an review completed by a manager and determine if it is ready to be presented to an employee. If a Review is approved, it may be sent back to a Manager to Print or Archive. It is also possible that an Approved Review can require additional approvals.
<b>Approver</b>	A person who Approves a review
<b>Archive</b>	Action taken by a manager of the system to close a review that has been completed. The act of clicking “Archive” reveals the scored version of the Appraisal to the Employee. The systme may also be configured to auto-archive reviews once the approval process is complete.
<b>Archived Review</b>	A past review that has been archived. The review is viewable by an Employee, Manger, and Administrator that has privileges to see it. If an Archived Review needs to be edited for any reason, only the Reviewsnap Administrator may re-open the REview for editing. At that time, it is considered an “Unarchived Review”.
<b>Coaching Tips</b>	Stock language to assist managers in providing feedback to employees on a Competency during the Evaluating phase.
<b>Competency</b>	Performance indicator towards which an Employee strives to perform, e.g. Attendance, Leadership or Problem Solving. All Competencies must be rated for an evaluation to be considered complete.
<b>Direct Reports</b>	Employees that report directly to a Manager. In contrast, All Subordinates are employee that report directly or indirectly to a Manager.
<b>Evaluating a Review</b>	A Review Document that is in the organization’s designated Evaluating window. During the time, the Manager and Employee are given the opportunity to rate the Review and leave comments. (Some other features that may be utilized during the Evaluating phase are 360-Rater Feedback and Route for Approval)
<b>Future Review</b>	A review document created in preparation for the next Review Period. It is created by the Manager in order to set goals for the next Review period while the Employee is still in the current Period and has yet to Archive the current Review
<b>Goal</b>	A custom competency that a Manager (and sometimes an Employee) has the ability to add to an Review Document. Goals are added on a specific Employee’s form but can be Cascaded to other employees’ Review Documents. Goals will be evaluated once the review enters the Evaluating phase and can carry weight on the Overall Score.

<b>Goals and Notes</b>	A review phase in which employees and manager may annotate the Review Document with goals, measurements, and notes.
<b>Measurement</b>	A custom description of a project, certification, or specific goal the Employee is to complete that a Manager and Employee have the ability to add to a Review Document. Measurements are attached to an existing Competency or Goal on the form and are not rated and do not carry weight.
<b>Multi-Rater Feedback</b>	The actual feedback provided by a peer on the performance of a colleague, requested and collected by the Manager. Multi-Rater feedback may be anonymous or not. Multi-Rater feedback is shared with an employee at the discretion of the manager but is not shared unless a manager deliberately takes action to share the feedback.
<b>Navigation Bar</b>	The set of icons across the left of the user interface presented to users upon log in.
<b>Notes</b>	The ability of Managers and Employees to take notes on accomplishments throughout the year on the Review Document. Managers may take notes on Employees and Employees may take notes on themselves. Optionally, the Reviewsnap Administrator may enable the ability for all employees to take notes on one another.
<b>Overall Appraisal Score</b>	The final score that is associated with an Review. Only the Manager score is used to determine Overall Score
<b>Period</b>	The window of time on which an Review is rated. The period can vary in time, depending on the needs of the organization and different employees can have different review period lengths as needed.
<b>Review</b>	A document, specific to an employee, which contains sections, competencies, goals and notes for a specific period. The review document may be in one of several states (Future, Goal and Notes, Evaluating, Archived, Unarchived).
<b>Review Due Date</b>	The target date by which the Review should be Archived. Prior to the Review Due Date, self-reviews (optional) and all approvals (optional) should be completed. *Note: Reviewsnap uses the Review Due Date to calculate when a review is overdue. Reviews not Archived by the Review Due Date will be considered past due and Trakstar email notifications of delinquency may be sent.
<b>Route for Approval</b>	The digital path taken by a review after having been scored by the Manager to grander additional approvals inside an organization prior to the review being Archived. Route for Approval settings are set by the Reviewsnap Administrator.
<b>Self-Review</b>	A Review that the employee conducts on themselves in order to reflect upon job performance during the Review period.
<b>Unarchived Review</b>	A review that was archived by the manager and was re-opened for editing by the Administrator. Ratings, comments and over-all scores may be modified but only after the Route for Approval has been Canceled (if it was approved by any approvers).