

# FAQs on Reviewsnap

For questions about performance management, please contact the IANR HR team at [IANRHR@unl.edu](mailto:IANRHR@unl.edu), 402 472-5893

**Q: Both the employee and supervisor come to the conversation with prepared notes, but both the employee and the supervisor are not to share/discuss talking points before the conversation. Is that correct?**

**A:** Correct. That is the purest/best way to do this process. We do not want anything to take away from the conversation and we have heard/seen that if people share ahead it sometimes takes away from the conversation and/or bypassing having a conversation altogether. Things also could be taken out of context if shared ahead of time, so it is best to wait to bring your prepared notes to the conversation without sharing them first.

**Q: Do I need to have the performance management conversation filled out and submitted prior to the review?**

**A:** You are able to go into Reviewsnap and put in your answers to prep for the conversation (optional). You can make a PDF of your answers and take that to the conversation with you. It is best, if you do not send your answers ahead of time to your supervisor. You could also prep outside of Reviewsnap (i.e. handwritten notes/Word doc) and just take your notes with you and then *after* the conversation you can enter your summary into Reviewsnap and send it to your manager to review and add comments.

**Q: Where can I find my previous year's conversations summaries for employee's I supervise?**

**A:** The prior year's conversation summaries are in Reviewsnap. Log into [app.reviewsnap.com](http://app.reviewsnap.com). On your home page, under the employee's name, click on "profile". Then on the top right-hand side, click "Employee Folder." This will have all the past conversation summaries for this employee.

**Q: Where can I find my previous year's conversations summaries?**

**A:** The prior year's conversation summaries are in Reviewsnap. Log into [app.reviewsnap.com](http://app.reviewsnap.com). On your home page, click on "My Profile." Then on the top right-hand side, click "Employee Folder." This will have all your past conversation summaries. Going forward in this new system, you will find your archived conversation summaries on the home page, under "My Archived Reviews."

**Q: Do we need to review employees that are full-time undergraduate students working 10-20 hrs/week?**

**A:** No. You do not complete a conversation summary in Reviewsnap for undergraduate student workers. This process is for all regular staff (not temp, on-call or students) at IANR. You can however use the questions to give feedback and align on a work plan, you just would not record those in the Reviewsnap system.

**Q: The employee sees final comments from the manager. Who officially turns in the review? The employee or the supervisor?**

**A:** The employee sends the summary to the manager to review and add comments. The manager sends it to the employee to acknowledge. Once the employee acknowledges the review it is sent to the supervisor to read any final comments added by the employee during the acknowledgement phase and to archive. If the supervisor does not archive the acknowledged review, the system will automatically archive the summary on March 16 and/or October 16.

**Q: Merit forms that are turned in by March 13th are not contingent or affected by any of this?**

**A:** Incorrect. The merit form is filled out by the supervisor and sent to the business center on or before March 31 (each business center sets their own deadline). The supervisor uses the performance conversations, daily observations/interactions, regular check-ins, feedback and possible performance improvement documentation to inform/justify the merit recommendation. This process and the merit process are linked.

**Q: I have 2 employees out on work comp that may or may not return to work before March 15, 2020. Do I need to have them come in for a review and do the online ReviewSnap?**

**A:** Do not have the employee return to work to complete this performance conversation if they are out due to work comp or extended Family Medical Leave. March 15 is the last day to enter and route the performance conversations for this period. If they are released back to work before this, you can record the performance review and save it in the Reviewsnap system. If they do not return to work before this, you can meet with them when they get back to discuss the questions and record it somewhere else, like a Word document and their personnel file.

**Q: If employee has already answered the questions and sent it on to the manager, and we have not yet had our conversation, should I send it back to the employee to finish the conversation summary?**

**A:** Yes, the manager can send it back to the employee by clicking on the radial button to the right of the employee's name above "Evaluate By." Then, once that screen (named Review Workshop screen) comes up, then click "Re-Request" and add notes if you wish and click send. That will send it back to the employee so they can add comments. The IANR HR team can also send it back to the employee if needed.