

# Reviewsnap

Maximize the Learning Experience:  
Train the Trainer



## Resources

Create a custom guide that fits your organization's needs! Included is an editable copy which allows you to alter both the manager and employee guide to fit your unique system setup.

You can also direct your staff to our support site! [reviewsnap.com/support](https://reviewsnap.com/support) has specific articles for managers and employees to show them how to navigate around their own employee file, basic steps on how to add goals and journal entries, along with creating reviews and how to sign off on a review.

## Training Checklist

### Manager Training - 45 minutes

- Create a manager test account
- Verify a review period is assigned
- Verify template is active and accessible on the account
- If account has been used, verify all reviews are deleted
- Verify an employee is assigned to the manager
- Login as the manager-Admin pass thru
- Start training from bottom to the top link to demonstrate how module tie into the performance review
- Once review is complete demonstrate how to have access to complete review (If option is turned on)

## Employee Training - 30 minutes

- Create two employee test account (Setup one test employee and complete the performance review process to show how to view a completed review)
- Add review period
- Verify template is active
- Verify the employee is assigned to a manager
- If account has been used, verify all review are deleted
- Start training from bottom to the top link to demonstrate how module tie into the performance review
- Once review is complete demonstrate how to have access to complete review (If option is turned on)

## Helpful Tips

**Plan ahead:** If your staff is remote, book a room to coordinate training and verify audio/visual tools are properly working.

**Use test account:** Protect your employee data by using a test employee/manager when conducting trainings.

**Targeted Trainings:** Provide separate training for employee/managers, the intent is to show your staff their task and action items they will have access to. Employees typically do not have the same access as a manager.

**Set Expectations:** Provide instructions on expectations on goals setting and content for journal entries.

**Welcome Questions:** At the end of each training, open it up to any questions from your staff. Their feedback is valuable! It will also guide you on module you may need to spend a little more time on .