

CLEAR REVIEW

# Talent Snapshot Workflow

Manager and Employee Answering of Talent Snapshot rounds

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10/04/24



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# 1. Round is Launched

**Step 1: Administrator launches round; managers and employees receive an email notification alerting them to complete the Talent Snapshot in specified time frame**


 **Clear Review** <messenger@clearreview.com> 1:20 PM (0 minutes ago) ☆ ↶ ⋮  
to cheryl.reed+sidney.crosby ▾

Sidney,




It's time for us to collect the views of our managers on their team members' performance. So we need you, as a manager, to consider each of your team members in turn and answer some questions about them.

[Click here to answer the questions](#)

 **Clear Review** <messenger@clearreview.com> 1:20 PM (1 minute ago) ☆ ↶ ⋮  
to cheryl.reed+samantha.smithtest ▾

Samantha,

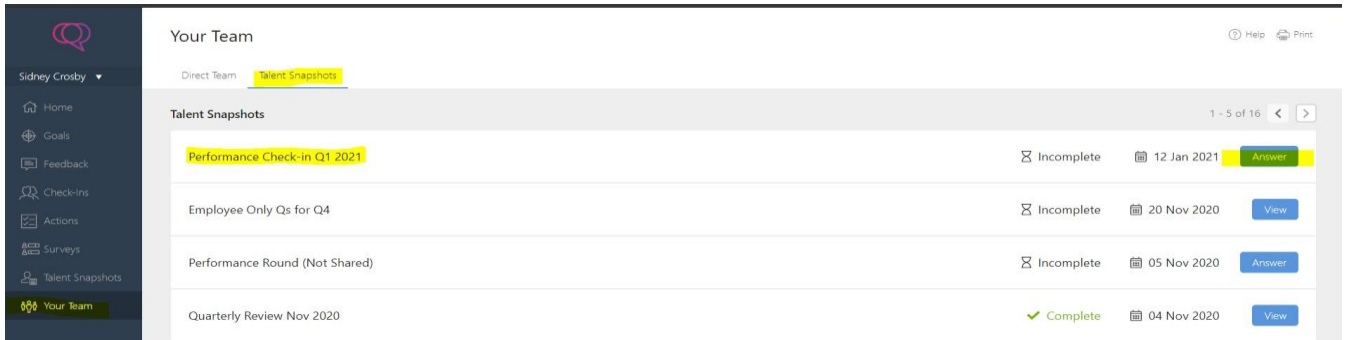


It's time for us to collect the views of our employees on their performance. So we need you, as an employee, to consider your performance and answer some questions.

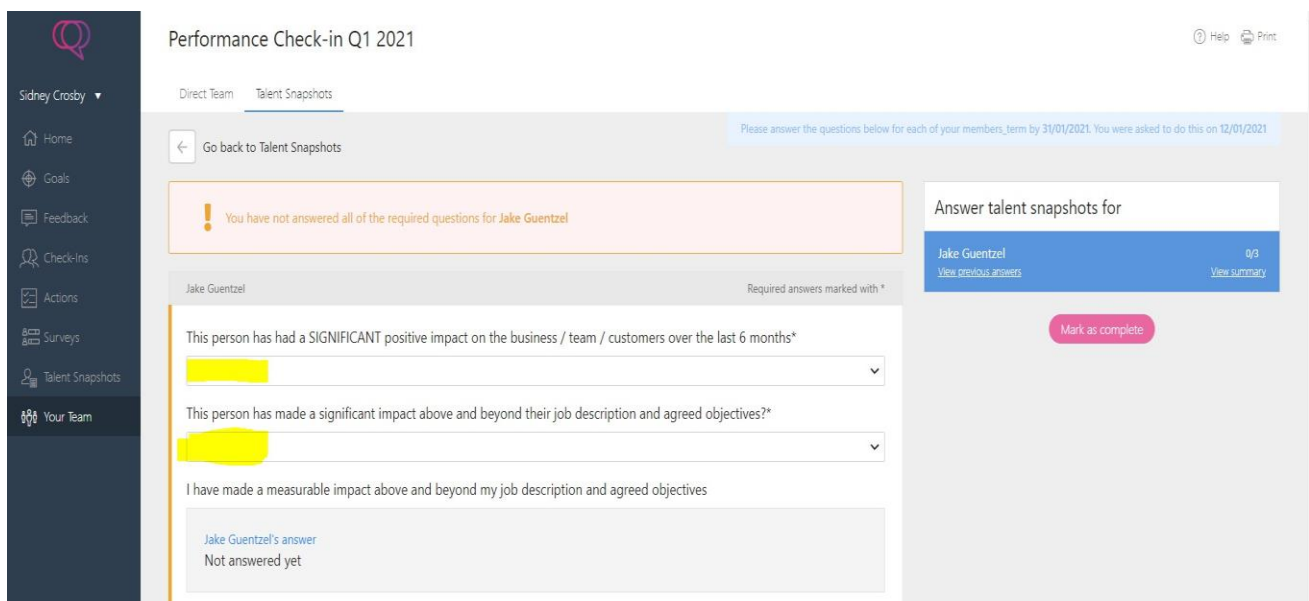
[Click here to answer the questions](#)

## 2. Manager Answering

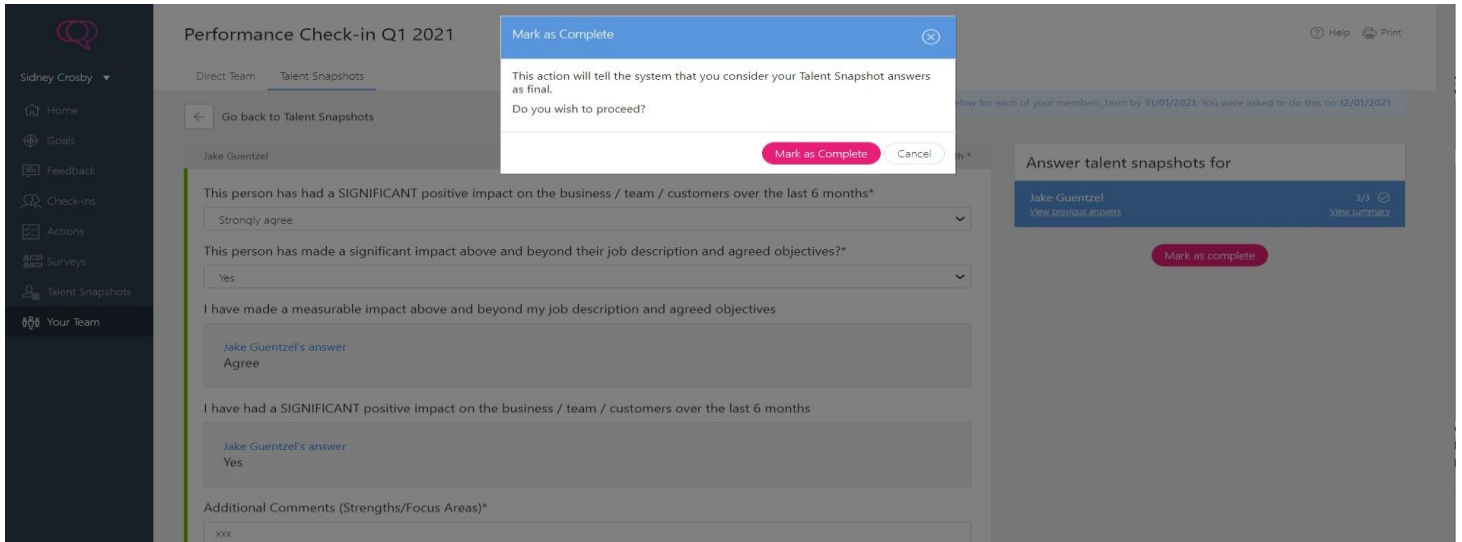
Step 1: Manager logs on to Your Team > Talent Snapshots area and selects the appropriate round



Step 2: Manager selects the employee from the list on the right and answers the Talent Snapshot. Employee answers will be visible here when completed.



### Step 3: Once the Manager has answered they must mark the round as complete

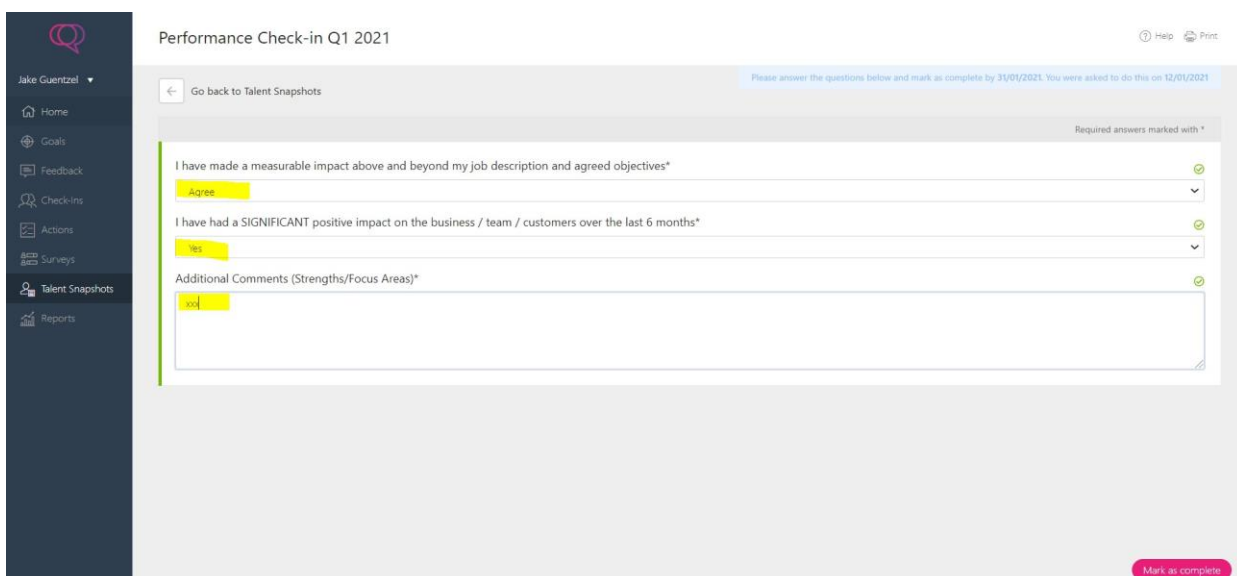


### 3. Employee Answering

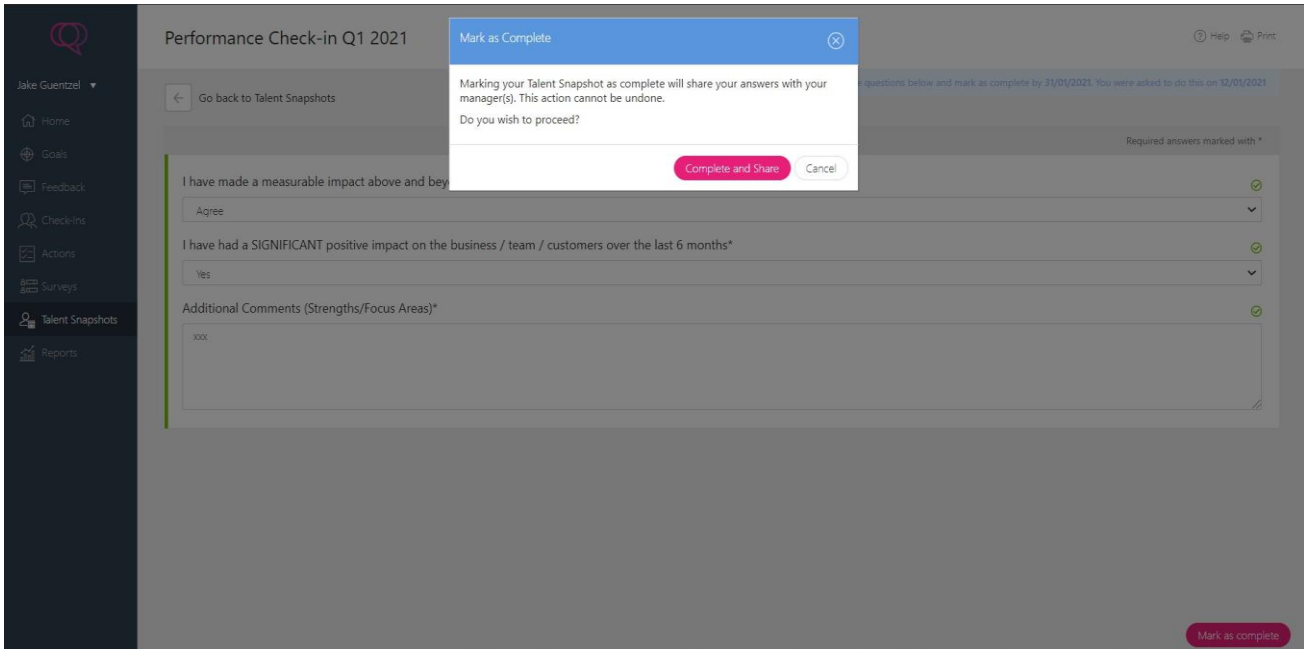
Step 1: Employee also logs on to Talent Snapshots area via left hand menu and answers questions.



### Step 2: Employee answers questions



### Step 3: Employee marks as complete



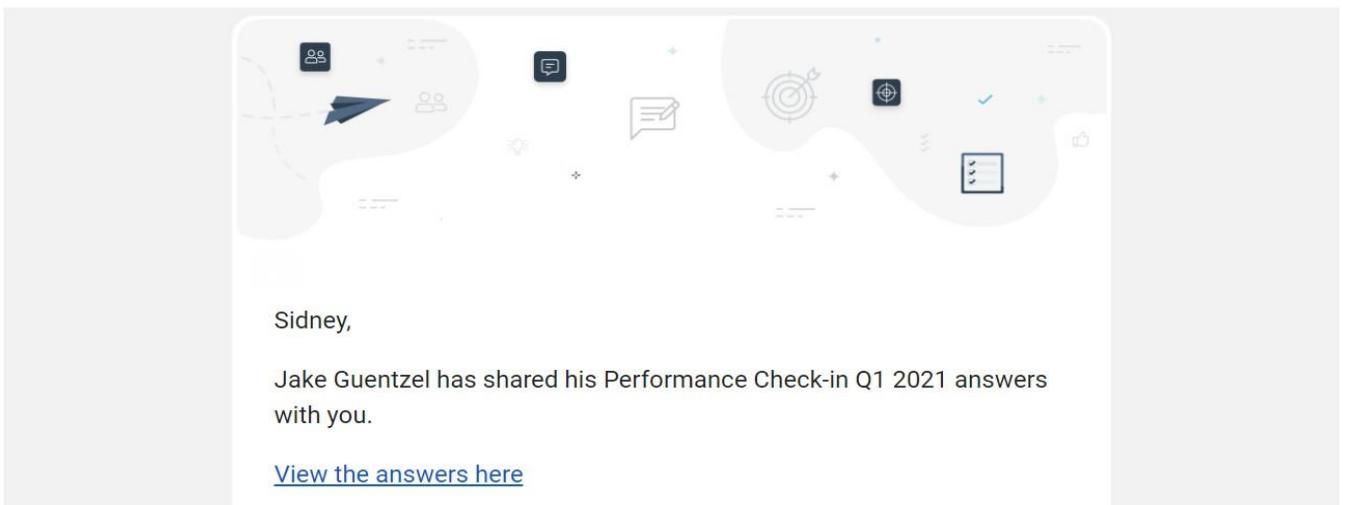
### Step 4: Manager is notified that direct report has answered questions (can occur at any point during the round)

Performance Check-in Q1 2021 answers Inbox x



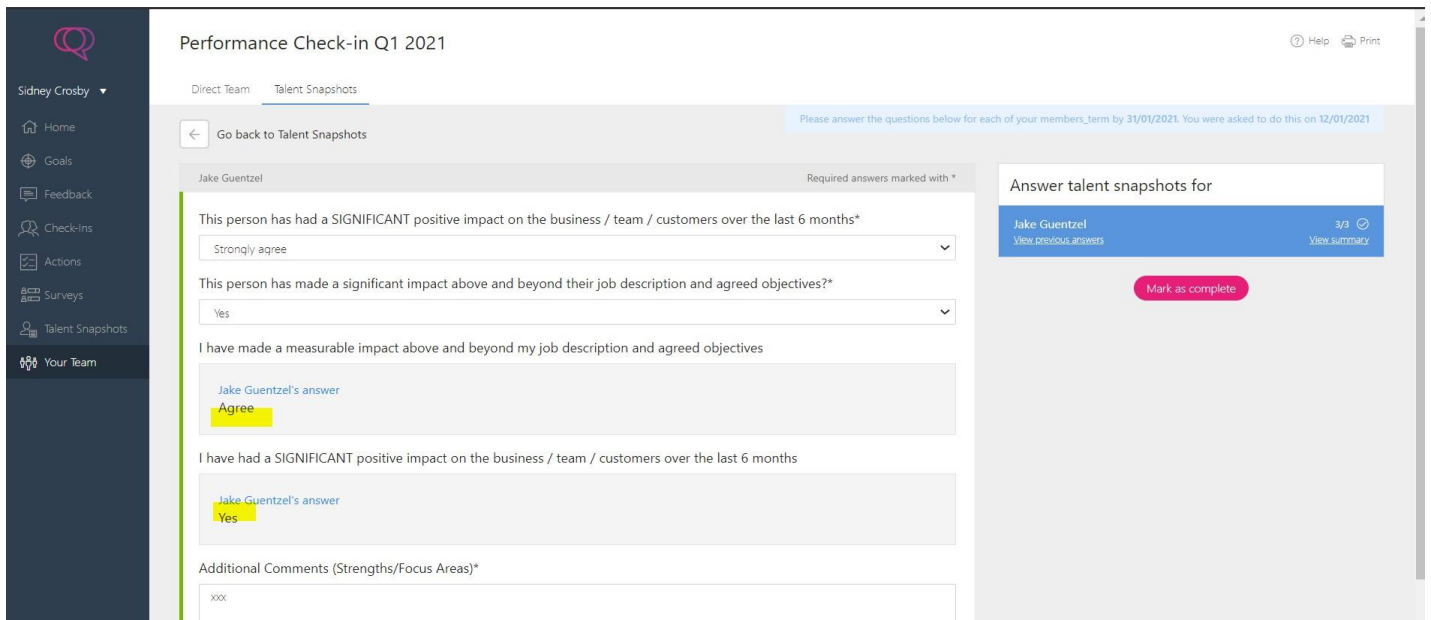
**Clear Review** <messenger@clearreview.com>  
to cheryl.reed+sidney.crosby

2:15 PM (1 minute ago)

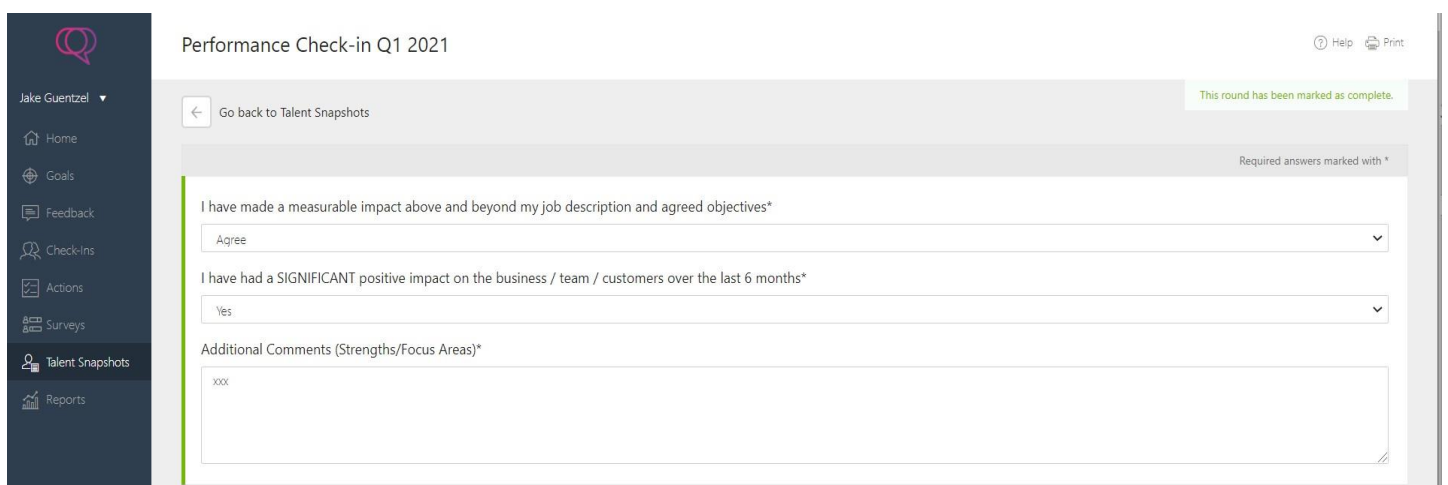




## Step 5: Manager is now able to view employee's answers



**Step 6: If the administrator has elected the answers to be shared with employees as well as managers, the employee will now be able to view all responses. If the answers are not to be shared, the employee will continue to only see their answers (as shown below)**





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