

# Reviewing a job aid, poster, or screensaver?

Keeping things simple can be tricky. We've put together this guide to help make the process smooth.

## Preparing to Review



Timing depends on the complexities of your policies and procedures, and who's involved. Here are some guidelines to help you budget your time to start—as you develop a rhythm, you can adjust.



**For job aids that focus on areas fully owned by your team,**  
budget 30-90 minutes of review time.



**For job aids that require input from other teams,**  
budget a few weeks for the other team leaders to provide their changes.

 <b>Focus on</b>	 <b>Don't focus on</b>
<b>What your intended audience</b> needs to know	What a <b>compliance professional or lawyer</b> needs to know
<b>The specific behavior</b> you want to occur	<b>General information</b> that does not tie to a call-to-action
<b>Tailoring the language</b> to your company, policies, and risks	Fine-tuning the <b>layout or design</b> (we'll handle the rest)



## Need more guidance?

Review our Customization Guide to see what changes are included: [hubs.ly/H0gkTDI0](https://hubs.ly/H0gkTDI0)

## Have questions? Chat with us!



[help@thebroadcast.com](mailto:help@thebroadcast.com)



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