Talent@GW – Performance

Follow the steps in red to launch your performance review in Talent@GW.

Login

1. Login at go.gwu.edu/talentatgw with your GW email address and password.

Welcome Page

Performance Review Summary Page

Once you complete Step 3 and select Complete Self Assessment, you will be taken the Overview page and can begin your Self Assessment (next page).
Start Your Self Assessment

Follow the *steps in red* to begin your Self Assessment in Talent@GW.

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2018 Annual Performance Review (Training)

This menu shows the different sections of the review. A grey checkmark indicates a future section, a blue checkmark means an in-progress section, and a shaded blue circle indicates the section is complete. You can use this menu to navigate to different sections of the review (if they are available).

Overview

The steps in the Annual Performance Review process are as follows:

1. **Step 1 - Self Assessment (Due July 6, 2018):**
   - Employee will comment on goal progress and significant accomplishments, comment on professional development, and submit to manager

2. **Step 3 - Manager Review (Due July 20, 2018):**
   - Manager will review and comment on employee goal progress, significant accomplishments, and professional development
   - Manager will rate employee on Key Performance Factors and provide supporting comments
   - Manager will provide overall rating and supporting comments; submit review to Next Level Approver

3. **Step 4 - Review Discussion**
   - Manager will schedule meeting with employee to discuss the review; once manager has indicated that a meeting has been scheduled, the employee will receive the review

4. **Step 5 - Employee Review and Sign Off (Due August 10, 2018):**
   - Employee will read the review, meet with manager to discuss, and provide electronic signature

5. **Step 6 - Manager Sign Off (Due August 10, 2018):**
   - Manager will provide electronic signature after review discussion with employee has taken place

Select “Get Started” below to begin.

If you have questions about performance management in Talent@GW, the FAQs are a great place to start.

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Review Step Progression

Review Step Progression shows you where the review currently is in the process. Once a step is completed, the circle around the checkmark will be shaded blue.

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The percent in the progress wheel will increase as sections of the review are completed.