Provide Electronic Signature

After you meet with your manager to discuss the check-in, it is time to sign off. Follow the steps in red to provide your electronic signature in Talent@GW.

1. Type your name and select Sign.

2. Select Submit.

You have the option to provide comments here but it is not required.

Once you complete Step 2 and submit your signature, there is no more action required of you. Once your manager signs (you and your manager have the ability to sign at the same time, they do not need to wait for you), the Check In is complete.