Quarterly Check-in Goal Review

Your Fourth Quarter Check In serves as a brief summary of how you’ve achieved your goals and professional development for the past year. You will update your goals, including your progress and challenges for your own record and for your manager. Follow the steps in bold to complete your Check In in Talent@GW.

Once you complete Step 1 you will be taken to the next page where you can comment on your goal progress and accomplishments (next page).
2. Enter your comments and progress for each goal. Note you will only see goals that have been approved by your manager.

If you have questions about commenting on your goals, this brief video will guide you.

Notice the Goal Review box now has a blue check mark, letting you know that you are now in the Goal Review section of your Check In.

Note that you do not have to leave the Check In page to update comments about your Goals. You can update your goals and your progress by clicking the small drop down arrow and clicking on the Manage Goals option. This will take you to the Goals section of Performance.
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3. From the Manage Goals section you can enter your goal progress.

![Manage Goals Section]

Note that you can track the progress of your goal by using the progress bar to indicate how much of the goal you have been able to accomplish to date. Simply Click and Drag to the level you have completed the goal.

You can enter comments on your goal progress, as well as the challenges you faced while trying to accomplish the goal. You can also enter suggestions for future development to better help you achieve future goals.

4. When finished commenting on goal progress click Add to add the comment to your goal.

You should update the progress on all of your goals for the past year.

![Manage Goals Section with Comments]

5. When you have updated progress on all your goals, click the Done button to go back to your Check In.
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6. Once back at the Check In page, you will have to enter a summary of your goal progress for the year.

5. When you have completed comments for all of your goals, click the Submit button.

7. You will be prompted to Submit a second time or given the option to go back to add comments. Click the option you want to either continue with your Check In or to Submit.