

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

GW

Home Learning Performance

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If you experience issues with popup blocker please [click here](#).

TALENT @GW

Performance Review Summary Page

Note that if you open the Self Assessment from the email you received from Talent@GW, it will take you directly to this page.

Performance Review Summary - Norman Washington

My Assigned Reviews My Personal Reviews

Title:

Show completed and expired tasks

Title	Description	Status	Start Date	Due Date
Complete Self Assessment	2018 Annual Performance Review (Training)	Not Started	5/31/2018	7/6/2018

Select Complete Self Assessment to open your performance review and start your Self Assessment.

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.

2018 Annual Fiscal Performance Review Options ▾

Overview 1 **Read through the steps to familiarize yourself with the process and timeline.**

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

- **Step 1 – Self Assessment (Due July 6, 2018):**
 - Employee will comment on goal progress and significant accomplishments, comment on progress, and submit to manager
- **Step 2 – 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
 - Manager will schedule performance review discussion with employee to be held between August 3rd and August 17th and submit review to Next Level Approver
- **Step 3 – Next Level Approver Review (Due August 2, 2018):**
 - Next Level Approver will review entire evaluation for accuracy and consistency, provide signature to indicate approval, or, send the review back to the manager for changes
- **Step 4 – Performance Review Ratings and Comments will be visible to all employees on August 3, 2018**
 - **This is dependent on Steps 1-3 being completed by August 2, 2018.**
- **Step 5 - Employee Review and Sign Off (Due August 17, 2018):**
 - Employee will read the review, meet with manager to discuss, and provide electronic signature
- **Step 6 - Manager Sign Off (Due August 17, 2018):**
 - **Manager will provide** electronic signature after review discussion with employee has taken place

Visit the [Performance FAQs page](#), email tag_performance@gwu.edu, or contact your HR Representative if you have questions when completing the review.

Select "Get Started" below to begin.

Review Step Progression

- ✓ **Self Assessment** Due: 7/6/2018
- **Manager Review**
- **Next Level Approver Review**

2 **Select Get Started to begin your Self Assessment.** Get Started

0%

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

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).

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