

Talent@GW – Performance

Once your employee completes their Self Assessment, you will be able to write their performance review. Follow the **steps in red** to launch performance reviews for your staff in Talent@GW.

Login

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

Welcome Page

GW

Home Learning Performance

Goals
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TALENT @GW

Search

2 Hover over the Performance tab and select Performance Reviews. You will then be taken to the Performance Review Summary page.

If you experience issues with popup blocker please click here.

Performance Review Summary Page

Note that if you select the review link in the email you received from Talent@GW, it will take you directly to this page.

Performance Review Summary - Edith Washington

My Assigned Reviews My Personal Reviews

Title: Search

Show completed and expired tasks

| Title | Description | Status | Start Date | Due Date |
|--|---|-------------|------------|-----------|
| Complete Performance Review for Norman Washington | 2018 Annual Performance Review (Training) | Not Started | 5/31/2018 | 7/20/2018 |
| Complete Self Assessment | 2018 Annual Performance Review (Training) | Not Started | 5/31/2018 | 7/6/2018 |

(2 Results)

You can also launch your own self assessment from this page.

Once you complete **Step 3** and select **Complete Performance Review for (Employee Name)**, you will be taken the Overview page and can begin the performance review (next page).

Start the Performance Review

Follow the **steps in red** to begin your employee's performance review in Talent@GW.

2018 Annual Fiscal Performance Review Options ▾

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

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

0%

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 professional development, 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

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.

2 **Select Get Started to begin the employee's review.**

Select **Reopen Step** if you ever need to send the review back to the employee for changes.

Reopen Step Get Started

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

Once you complete **Step 2** and select **Get Started**, you will advance to the Self Assessment section where you can review your employee's Self Assessment and provide comments.