

Talent@GW – Performance

Once the manager writes an employee review, you will be prompted to perform next level approval. Follow the **steps in red** to start the next level approval review for your indirect reports in Talent@GW.

Login

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

Welcome Page

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

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

3 Select Complete Next Level Approver Review for (Employee Name) to open your employee's performance review.

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 - Martha Washington

My Assigned Reviews | My Personal Reviews

Title:

Show completed and expired tasks

Title	Description	Status	Start Date	Due Date
Complete Next Level Approver Review for Norman Washington	2018 Annual Performance Review (Training)	Not Started	5/31/2018	7/27/2018

(1 Result)

Once you complete **Step 3** and select **Complete Next Level Approver Review for (Employee Name)**, you will be taken to the Overview page and can begin the Next Level Approver Review (next page).

Start Next Level Approver Review

Follow the **steps in red** to begin Next Level Approver Review in Talent@GW.

2018 Annual Fiscal Performance Review Options ▾

Overview | Self Assessment | Key Performance Factors | Summary Assessment | Sign Off

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

0%

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

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

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

Self Assessment ✓

Manager Review ✓

Next Level Approver Review ✓
Due: 8/2/2018

2 Select **Get Started** to begin Next Level Approver Review.

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

Reopen Step | **Get Started**

Once you complete **Step 2** and select **Get Started**, you will be able to advance through each section of the evaluation, reviewing manager comments and ratings for accuracy and consistency. Follow the “Next Level Approver Instructions” on each page to complete the process.