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**

![Welcome Page](image)

**Performance Review Summary Page**

![Performance Review Summary Page](image)

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

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.

**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 15th 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**
   - **Step 5 – Employee Review and Sign Off (Due August 17, 2018):**
     - Employee will need 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 July 6, 2018**
  - **Completed**
- **Manager Review**
  - **Completed**
- **Next Level Approver Review**
  - **Completed**

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

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