Talent@GW – Performance: Getting Started

Follow the **steps in bold** to complete your employee’s quarterly check-in in Talent@GW.

**Login**

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

**Welcome Page**

2. Click on the Task you wish to complete.

**Performance Review Summary Page**

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

3. Click on the Task you wish to complete.

Once you complete Step 2 and select Complete Quarterly Check In, you will be taken the Overview page and can begin your employee’s Check In (next page).
Start Your Employee’s Check In

Follow the **steps in bold** to begin your employee’s check-in in Talent@GW.

2. Click Get Started button to begin Check In.

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

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**Read through the steps to familiarize yourself with the**

**Review Step Progression** shows you where the review currently is in the process. Once a step is completed, the circle around the check mark will be shaded blue.

**The percent in the progress wheel will increase as sections of the Check In are completed.**

**Shows the different sections of the Check In. 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 Check In (if they are available).**

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*Fourth Quarterly Check-In (Pilot 2018) 2.0*

**Overview**

- Goal Review
- Quarterly Check-In
- Summary Assessment
- Schedule Check-in and...

**Progress Wheel:**

- 50%

**Review Step Progression**

1. Goal Review (Due August 31, 2018)
2. Quarterly Check-In (Due September 14, 2018)
3. Next Level Approval (Due September 29, 2018)
4. Performance Rating and Comments (Due October 12, 2018)
5. Employee Review Check-In and Sign Off (Due October 26, 2018)

Visit the Performance FAQs page if you have questions when completing the check-in.

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