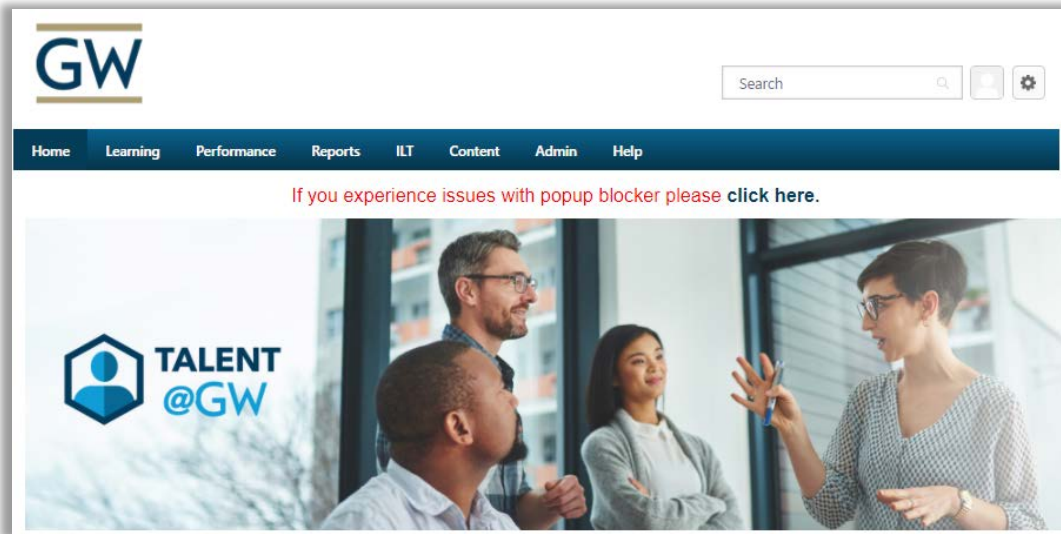




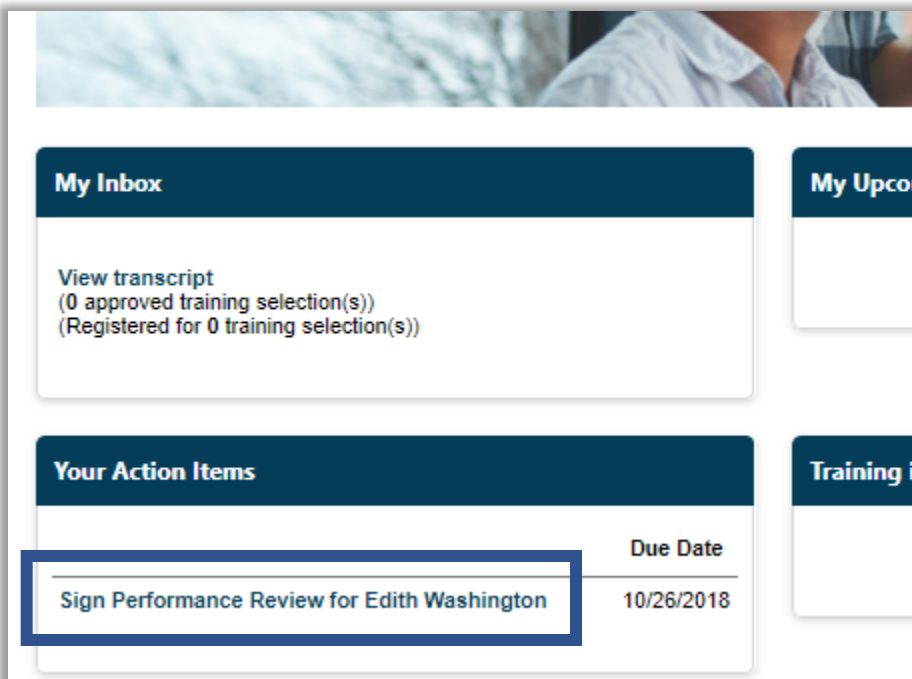
**TALENT
@GW**

How to Sign Off on a Performance Review – Manager

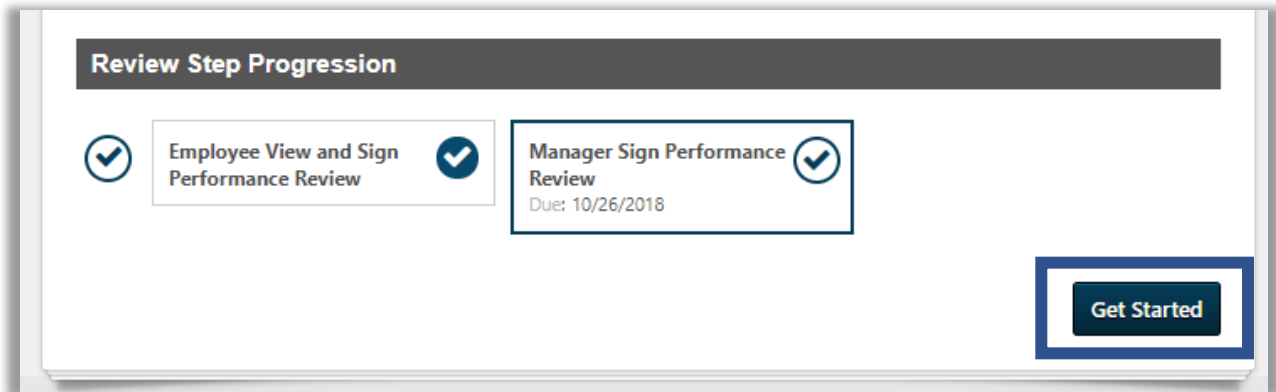
1. Log into Talent @ GW by visiting go.gwu.edu/talentatgw



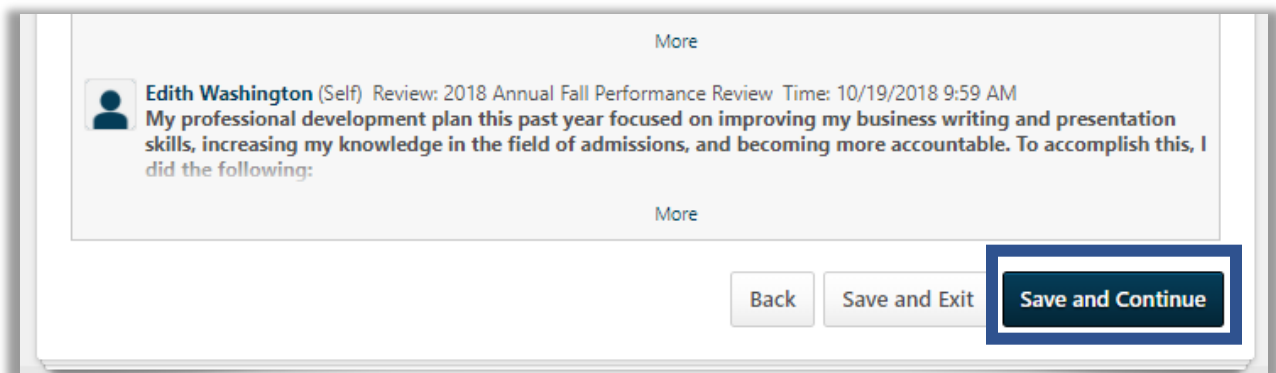
2. Under Your Action Items **Click Sign Performance Review for [employee]**



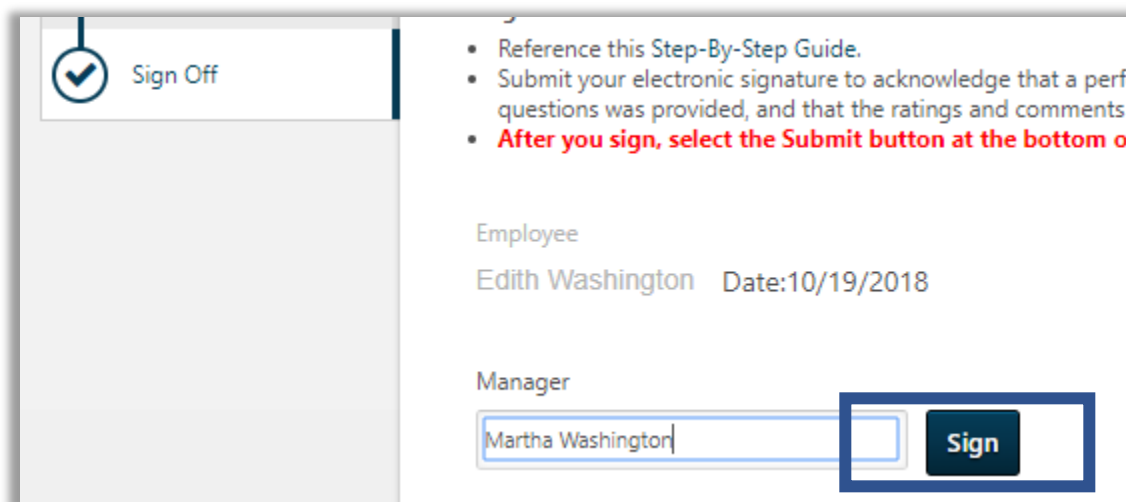
3. Click **Get Started**



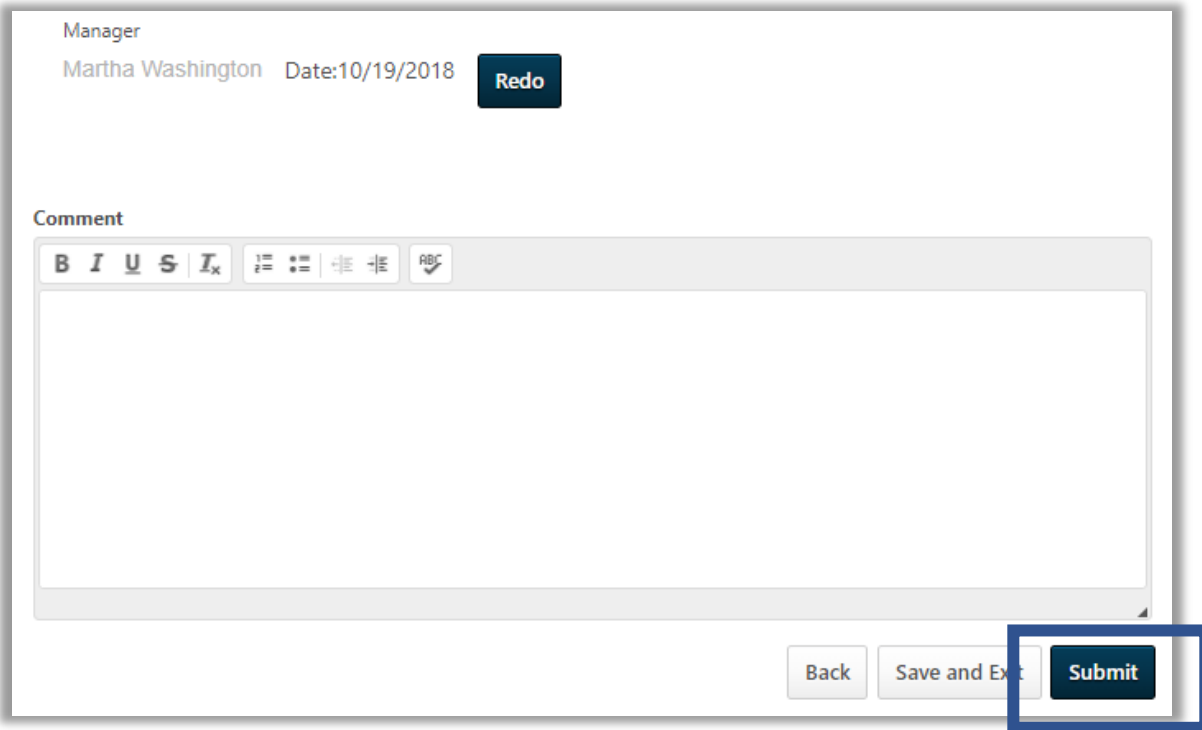
4. Click **Save and Continue** through each portion of the review. In each section you can see your comments and the employee's comments.



5. To sign, type your name in the text box and click **Sign**.



6. Add any comments, then click **Submit**.



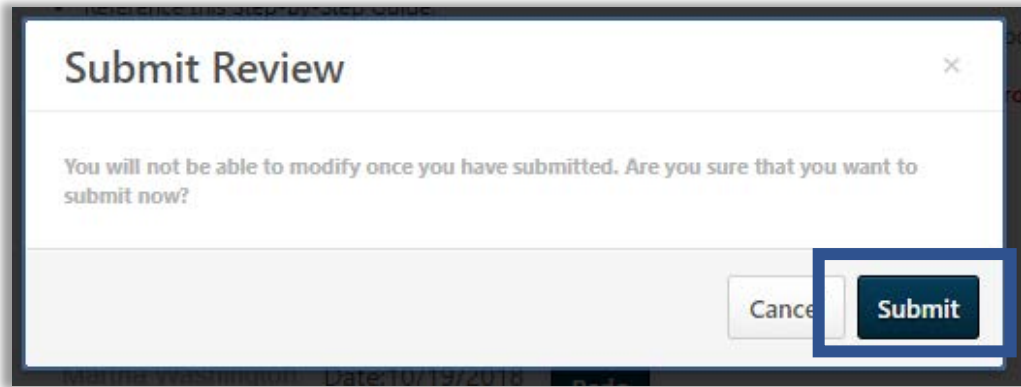
The screenshot shows a user interface for adding a comment. At the top, it identifies the manager as "Martha Washington" and the date as "10/19/2018", with a "Redo" button. Below this is a "Comment" section with a rich text editor toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (S), and link (I_x), as well as list, indent, and alignment tools. A large text area is provided for the comment. At the bottom right, there are three buttons: "Back", "Save and Exit", and "Submit". The "Submit" button is highlighted with a blue rectangular box.

7. If you do not see the submit button, ensure you have completed each section. Each section should have a blue check mark.



The screenshot displays the "2018 Annual Fall Performance Review Sign Off" page. On the left is a navigation sidebar with five items: "Overview", "Self Assessment", "Key Performance Factors", "Summary Assessment", and "Sign Off". Each item has a blue checkmark icon, indicating completion. The main content area shows the employee's name "Edith Washington" and the period "9/1/2017 - 8/31/2018". To the right is a large circular progress indicator showing "100%". Below this is the "Sign Off" section, which includes "Employee Instructions" such as "Reference this Step-By-Step Guide" and "Submit your electronic signature to acknowledge that a performance review conversation took place, an opportunity to ask questions was provided, and that the ratings and comments were fully explained. A signature does not signify agreement."

8. Click **Submit**.



9. The review Sign Off status will now be 100%. You have the option to print the review under Options.

