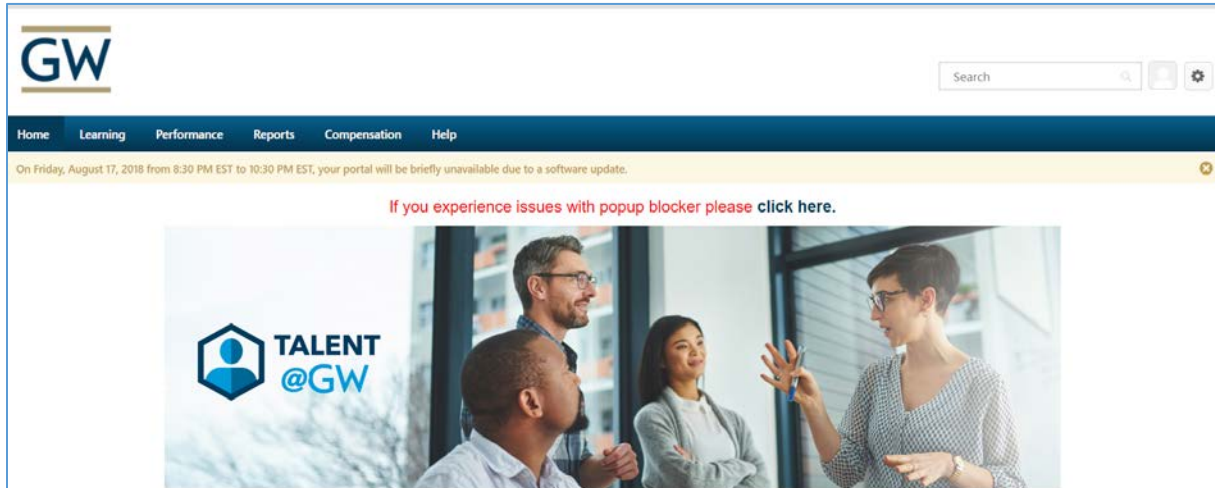
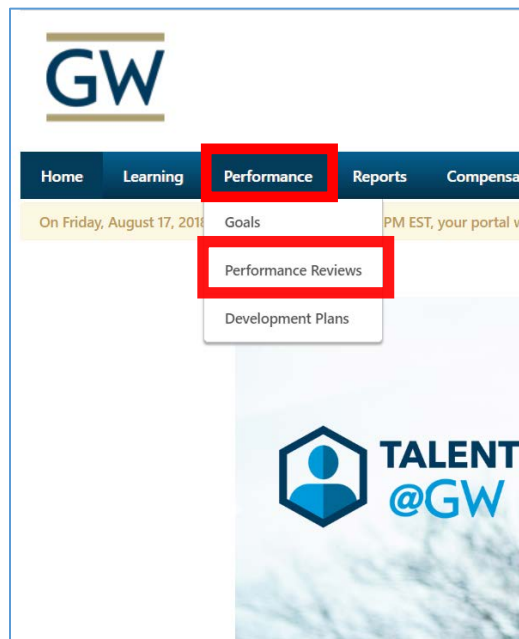


How to Print a Review

1. Log on to Talent@GW via go.gwu.edu.



2. Hover over Performance on the tool bar. Select Performance Reviews from the drop down menu.



How to Print a Review

3. Click on the **My Personal Reviews** tab. Managers can use the **My Assigned Reviews** tab to print an employee's Performance Review.

GW

Home Learning Performance Compensation Help

On Friday, August 17, 2018 from 8:30 PM EST to 10:30 PM EST, your portal will be briefly unavailable due to a software update.

Performance Review Summary - Norman Washington

My Assigned Reviews **My Personal Reviews**

My Personal Reviews

Title:

Show completed and expired tasks

Title	Description
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4. Choose the review you wish to print and click on the link.

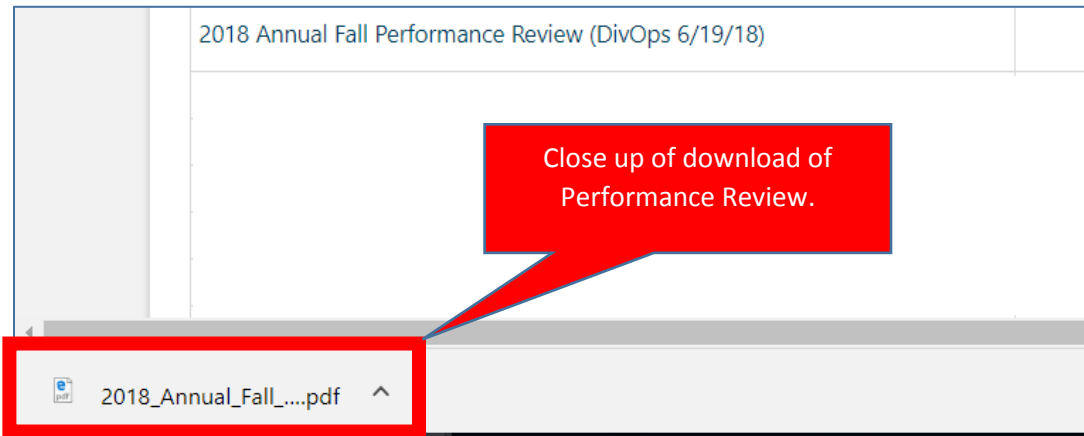
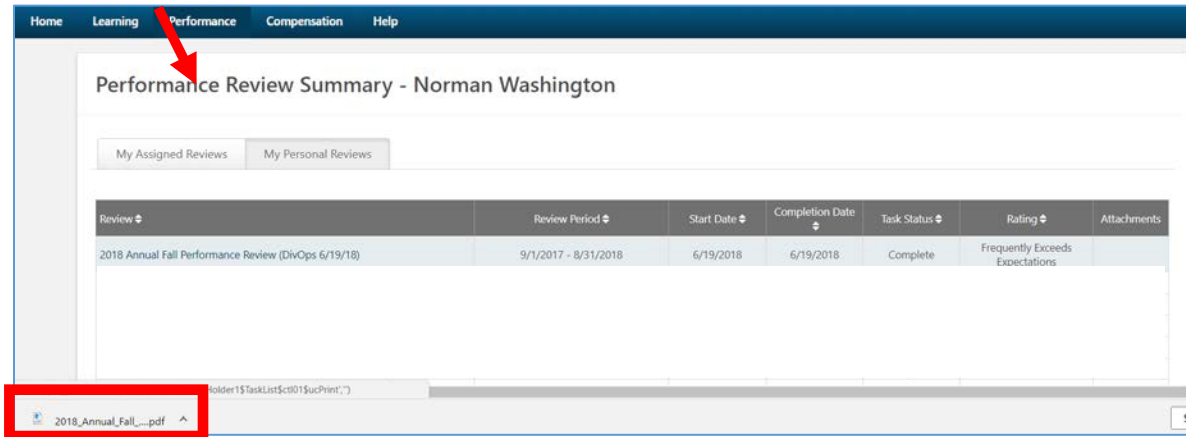
Performance Review Summary - Norman Washington

My Assigned Reviews My Personal Reviews

Review	Review Period	Start Date	Completion Date	Task Status	Rating	Attachments
2018 Annual Fall Performance Review (DivOps 6/19/18)	5/1/2017 - 8/31/2018	6/19/2018	8/13/2018	Complete	Frequently Exceeds Expectations	
2018 Annual Fall Performance Review Sign Off (DivOps 6/19/18)	9/1/2017 - 8/31/2018	6/19/2018	8/12/2018	Complete	N/A	
2018 Annual Fall Review Performance Review (GWPD)	9/1/2017 - 8/31/2018	8/9/2018	8/9/2018	Complete	---	

How to Print a Review

5. The Performance Review will show as a download on the bottom left hand corner of your computer.



6. Click on the download to open. Performance Review will open in new window. From new window Performance Review can be Saved or Printed as desired.

