

Provide Electronic Signature


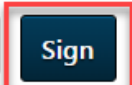
Follow the **steps in red** to provide your electronic signature in Talent@GW.

Next Level Approver Instructions


- Reference this Step-By-Step Guide.
- Submit your electronic signature to indicate your approval of the manager's comments and ratings. If you do not approve, please contact the manager to discuss and select "Reopen Step" in the Overview section. Reference this Step-by-Step Guide and How-To Video.
- **After you sign, select the Submit button at the bottom of the page to complete the process.**

1 Type your name and select **Sign**.

Next Level Approver

First and last name  

2 Select **Submit**.



Once you complete **Step 2** and submit your signature, there is no more action required of you for this employee. At this time, the employee and manager will meet to discuss the review. Once the review discussion takes place, the employee and manager will provide electronic signature to complete the review process.