

Send Review to Manager for Changes

The role of Next Level Approver is to ensure the ratings and supporting comments that managers apply are accurate and consistent with other similarly performing employees. If the manager rating and/or comments need to be changed, you can send the review back to the manager for updates before the employee has access to the review. Follow the **steps in red** to “Reopen” the Manager Review step so they can make the necessary changes in Talent@GW.

1 Review manager rating and comments. If you disagree and want the manager to make changes, proceed to step 2.

Summary Assessment

Employee Instructions

- Review overall performance rating and comments below.

Manager Instructions

- Assess the individual's overall performance based on BOTH goal achievement and demonstrated competence for all performance factors.
- Reference this Step-By-Step Guide and How-To Video.
- Note that once you complete this section, you need to select the Submit button below to send the review to the Next Level Approver.**

Next Level Approver Instructions

- Before advancing to the Sign Off section, make sure that you agree with manager comments and ratings. If you do not, please contact the manager to discuss and select "Reopen Step" in the Overview section. Reference this Step-By-Step Guide and How-To Video.

For additional questions, visit the Performance FAQs page.

2 Select Overview to go back to the Overview page.

The rating can be found here.

If you agree with manager rating and comments, select Save and Continue.

Overview

Self Assessment

Key Performance Factors

Summary Assessment

Sign Off

Overall Performance

Edith Washington (Manager) Rated: Fully Achieves Expectations Review: 2018 Annual Performance Review (Training) Time: 5/31/2018 5:08 PM

Overall Performance Comments

Edith Washington (Manager) Review: 2018 Annual Performance Review (Training) Time: 5/31/2018 5:08 PM

Overall, Norman is a dependable performer who consistently meets the expectations of his job. I appreciate Norman's level of effort and willingness to get the job done. Norman has been an excellent example of customer service for the other members of the team. He has enhanced the team's performance through his interaction with prospective students. Norman needs to continue to improve his time management skills to further evolve within his role. He is an asset to the team.

Back Save and Exit Save and Continue

Once you complete **Step 2** and select **Overview**, you will be taken to the Overview page (next page).

Overview Page

The screenshot shows the '2018 Annual Fiscal Performance Review (Training)' page for Norman Washington. The page includes a navigation menu on the left with options: Overview, Self Assessment, Key Performance Factors, Summary Assessment, and Sign Off. The main content area displays the employee's name, dates (7/1/2017 - 6/30/2018), and a progress indicator showing 0%. Below this, the 'Overview' section lists the steps of the review process:

- Step 1 – Self Assessment (Due July 6, 2018):**
 - Employee will comment on goal progress and significant accomplishments, comment on professional development, 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 3rd 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 1, 2018**
 - This is dependent on Steps 1-3 being completed by August 2, 2018.
- Step 5 – Employee Review and Sign Off (Due August 17, 2018):**
 - Employee will read 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.

Below the steps, there is a 'Review Step Progression' section with a vertical flowchart showing 'Self Assessment', 'Manager Review', and 'Next Level Approver Review' (Due 8/2/2018). A red callout '3 Select, Reopen Step' points to the 'Reopen Step' button. A 'Get Started' button is also visible.

Once you complete **Step 3** and select **Reopen Step**, you will see this popup appear:

The screenshot shows the 'Reopen Previous Review Step' popup. A red callout box on the left contains the following text:

Note that if you select the **Self Assessment** button, the review will go back to the employee, not the manager. This is **unadvisable** because any changes the employee makes will bypass the manager and come straight back to you.

The popup itself contains the following elements:

- A title bar: 'Reopen Previous Review Step' with a close button (X).
- Instructions: 'You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.'
- Radio buttons for 'Self Assessment' and 'Manager Review'. A red callout '4 Select the radio button next to Manager Review.' points to the 'Manager Review' option.
- A text input field for 'Comment for reviewer'. A red callout '5 Enter your rationale for reopening the manager step. The manager will receive this note via email.' points to this field.
- A 'Save' button. A red callout '6 Select Save.' points to this button.
- A 'Cancel' button.

Once you complete **Step 6** and select **Save**, the review will go back to the manager and they will receive an email with your rationale for reopening the step.