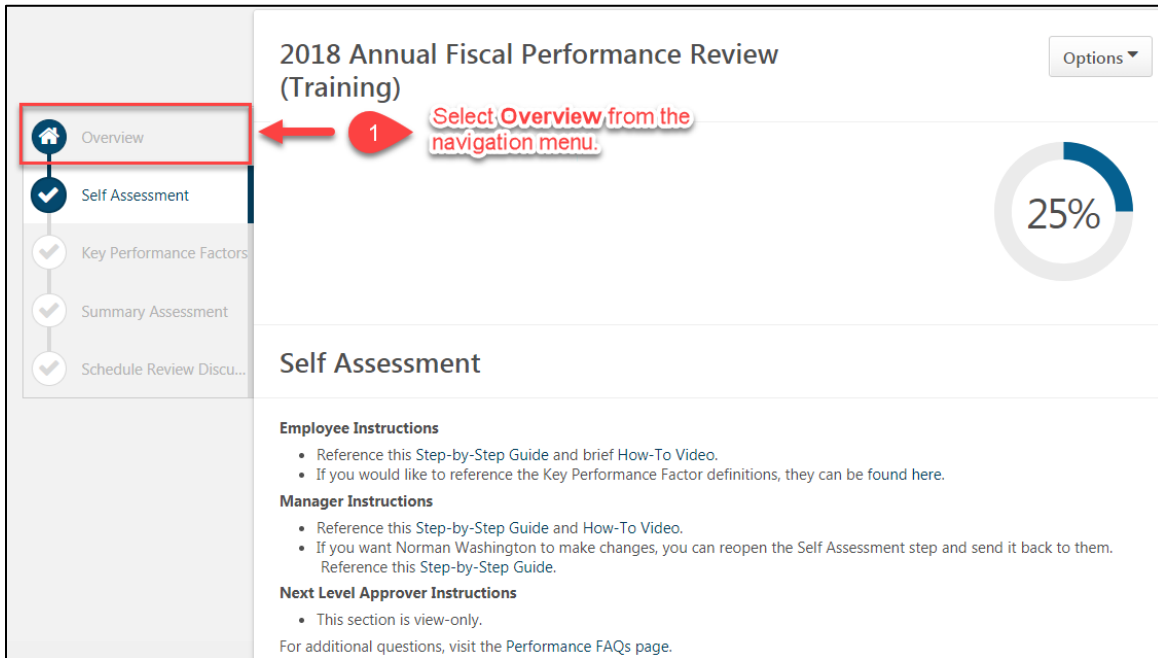
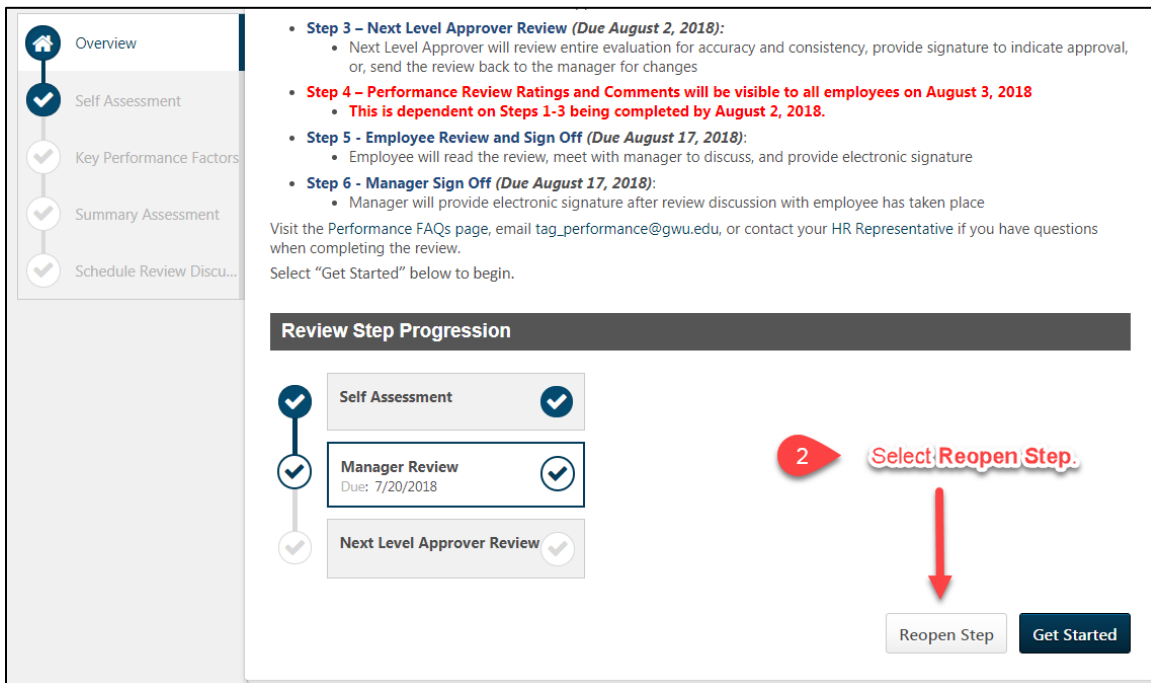


Send Self Assessment Back to Employee for Changes

There may be instances when you want your employee to modify their Self Assessment, or, instances when they forgot to include something but already submitted the Self Assessment to you. Follow the **steps in red** to “Reopen” the Self Assessment step so your employee can make the necessary changes in Talent@GW.



Once you complete **Step 1** and select **Overview**, you will be taken to the Overview page. Scroll to the bottom and you will see the option to **Reopen Step**.



Once you complete **Step 2** and select **Reopen Step**, you will see the **Reopen Previous Review Step** popup appear (next page).

Reopen Previous Review Step ×

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

Self Assessment

3 Select the radio button next to **Self Assessment**.

Comment for reviewer

4 Enter your rationale for reopening the Self Assessment. Your employee will receive this note via email.

5 Select **Save**.

Once you complete **Step 5** and select **Save**, the Self Assessment will go back to your employee and they will receive an email with your rationale for reopening the step.