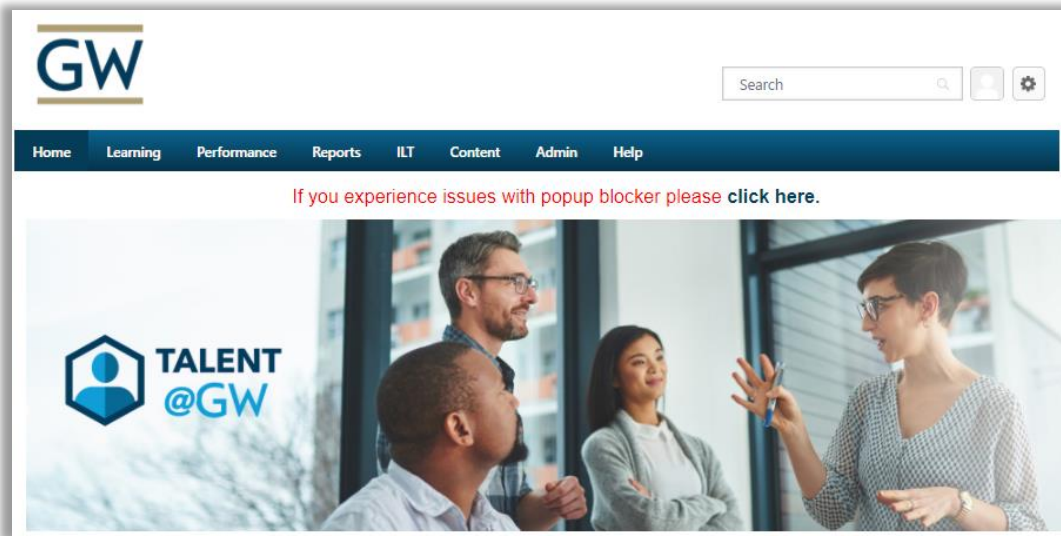




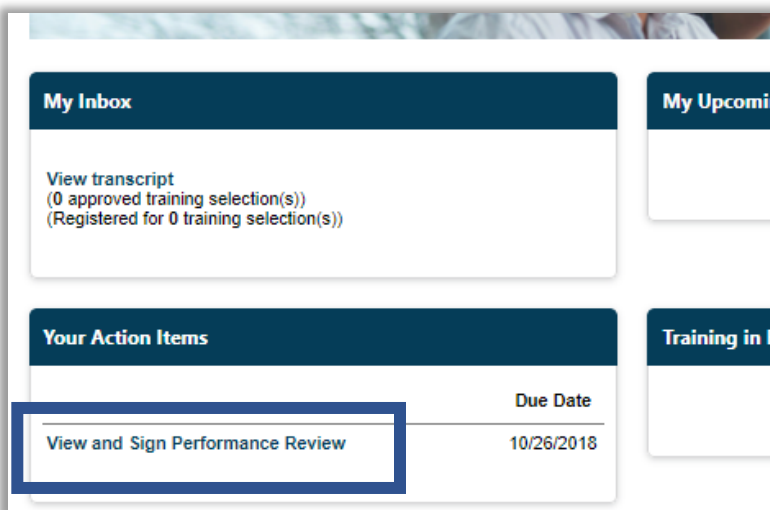
**TALENT
@GW**

How to Sign Your Performance Review - EE

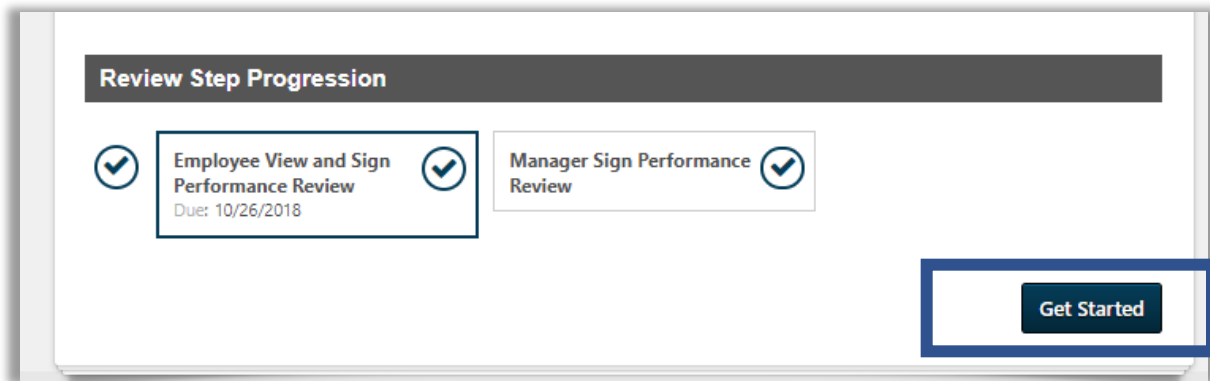
1. Log into Talent @ GW by visiting go.gwu.edu/talentatgw



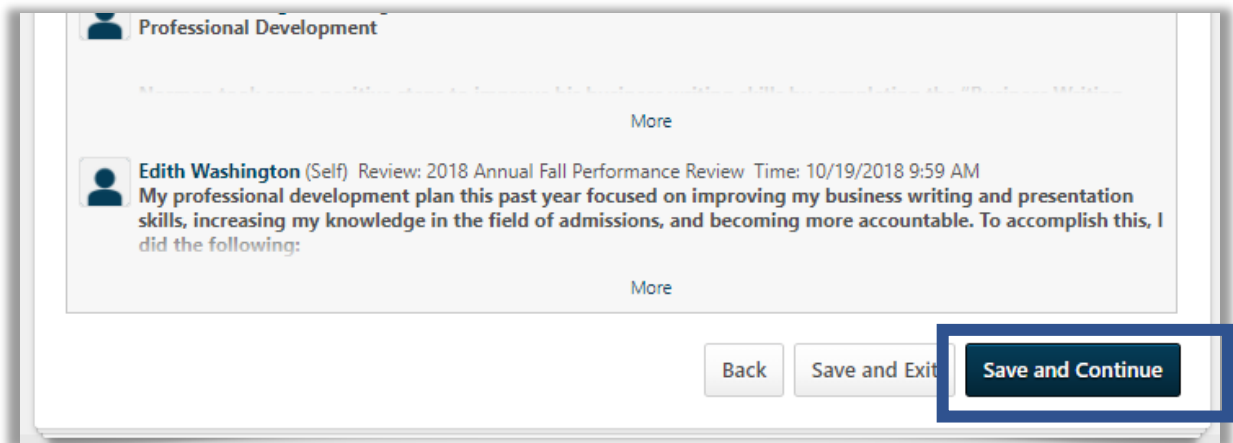
2. Under Your Action Items, click **View and Sign Performance Review**



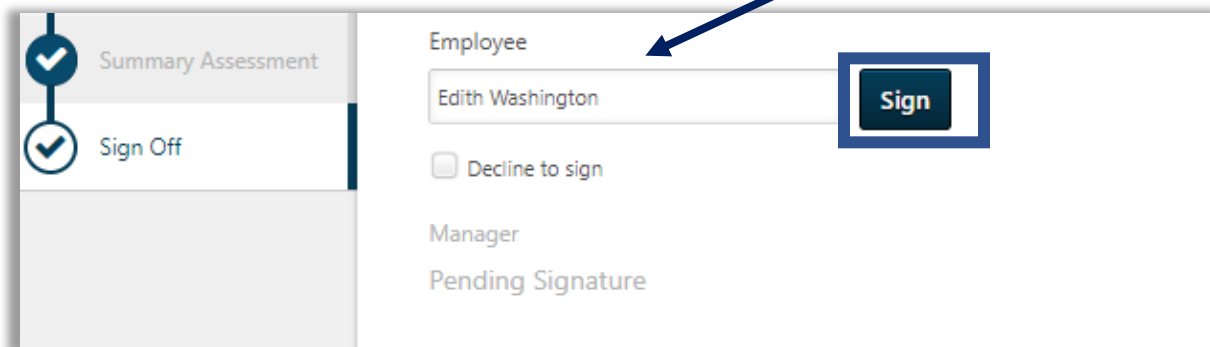
3. After the review opens, Click **Get Started**



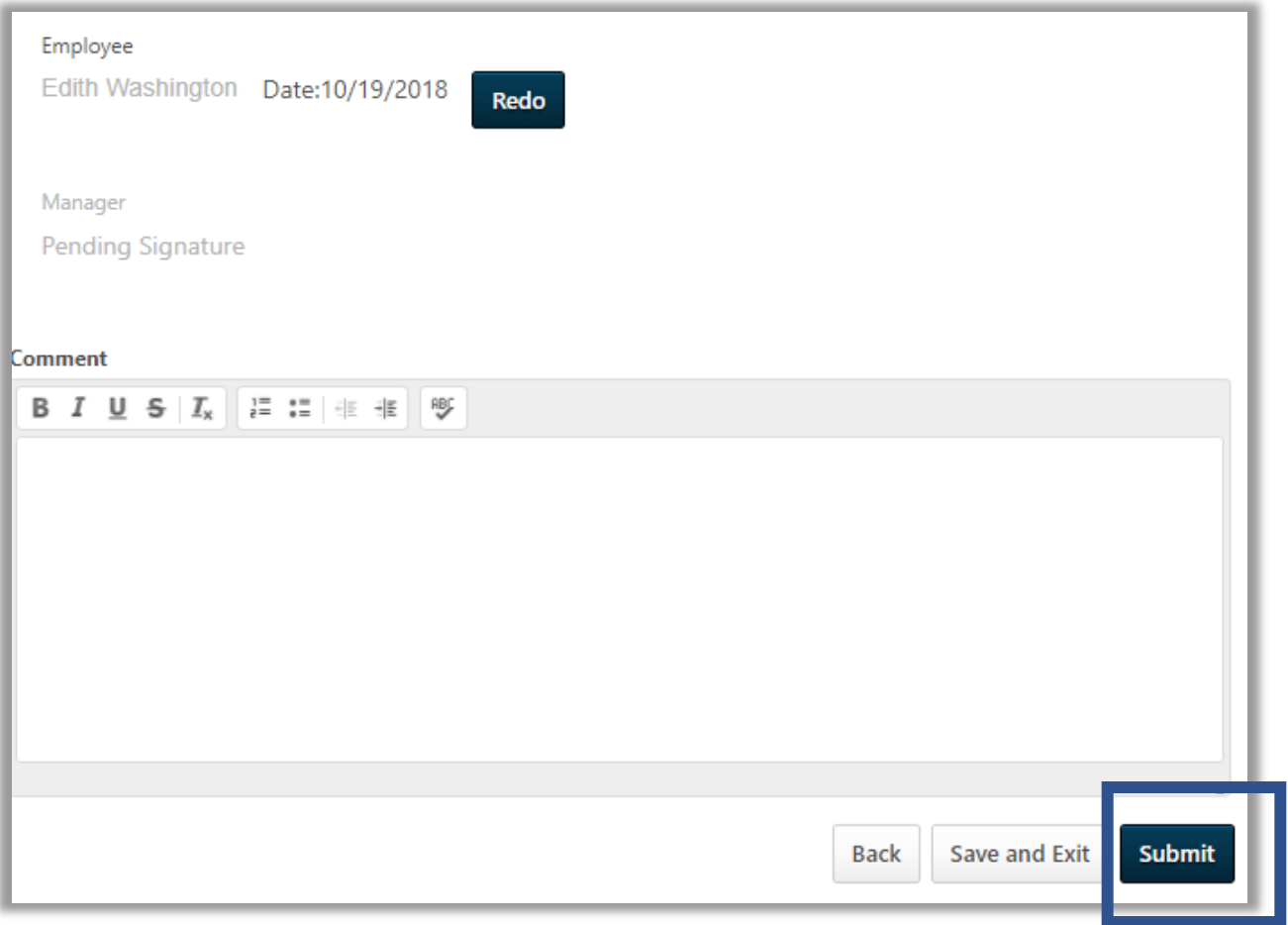
4. Click Save and Continue through each portion of the review. In each section you can see your manager's comments.



5. On the signature page, type your name and then click **Sign**.



6. Add any comments, then click Submit.



Employee
Edith Washington Date:10/19/2018 **Redo**

Manager
Pending Signature

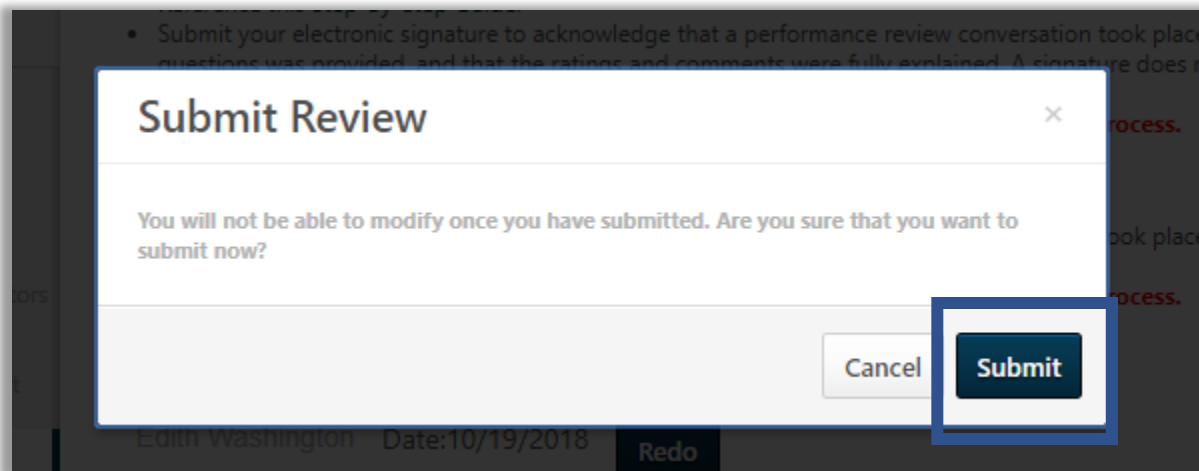
Comment

B I U S Ix [List Bulleted] [List Numbered] [Decrease Indent] [Increase Indent] [ABC]

Back Save and Exit **Submit**

The screenshot shows a performance review form. At the top, it identifies the employee as Edith Washington and the date as 10/19/2018, with a 'Redo' button. Below this, the manager's name is listed as 'Pending Signature'. A 'Comment' section features a rich text editor with a toolbar containing bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and a spell checker. At the bottom right, three buttons are visible: 'Back', 'Save and Exit', and 'Submit'. The 'Submit' button is highlighted with a blue rectangular box.

7. Click Submit.



Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?


Cancel **Submit**

Edith Washington Date:10/19/2018 **Redo**

The screenshot shows a confirmation dialog box titled 'Submit Review' with a close button (X) in the top right corner. The message inside reads: 'You will not be able to modify once you have submitted. Are you sure that you want to submit now?'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a blue rectangular box. The background of the dialog shows a blurred view of the performance review form from the previous screenshot.

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

2018 Annual Fall Performance Review Sign Off

 **Edith Washington**
9/1/2017 - 8/31/2018

Options ▾
Print Review

100%