

## Summary Assessment

The Summary Assessment is an overall evaluation of your employee's performance in the last year. When identifying a rating, consider both goal achievement and demonstrated competence in all of the Key Performance Factors areas. If you are unsure of what rating is appropriate, consult your supervisor or HR representative for assistance. Follow the **steps in red** to rate your employee and provide comments that support your rating in Talent@GW.

The screenshot shows a web form titled "Overall Performance". At the top left, there is a dropdown menu labeled "Fully Achieves Exp..." with a question mark icon. A red callout box with the number "1" points to this icon, containing the text "Choose a rating by selecting this drop-down menu". The dropdown menu is open, showing options: "Select", "Consistently Surpasses Expectations", "Frequently Exceeds Expectations", "Fully Achieves Expectations" (which is selected with a checkmark), "Development Needed", and "Does Not Meet Expectations". A red callout box with the text "Select the question mark to view the rating descriptions" points to the question mark icon. Below the dropdown menu is a text area for comments. A red callout box with the number "2" points to the text area, containing the text "Enter your comments here". Below the text area is an example comment: "(Example) 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 a excellent example of customer service for the other members of the team. He has enhanced the department's reputation through his interaction with prospective students. Norman needs to continue to improve his business writing skills as well as his time management skills to further evolve within his role. He is an asset to the department and university." At the bottom of the form, there are three buttons: "Back", "Save and Exit", and "Save and Continue". A red callout box with the text "Select Save and Exit if you want to save your progress and finish this section later" points to the "Save and Exit" button. Another red callout box with the number "3" points to the "Save and Continue" button, containing the text "Once you've provided an overall rating and supporting comments, select Save and Continue".

Once you complete **Step 3** and select **Save and Continue**, you will advance to the Schedule Review Discussion section where you will schedule a review discussion with your employee (outside of Talent@GW) and check a box to confirm that the meeting has been scheduled.