



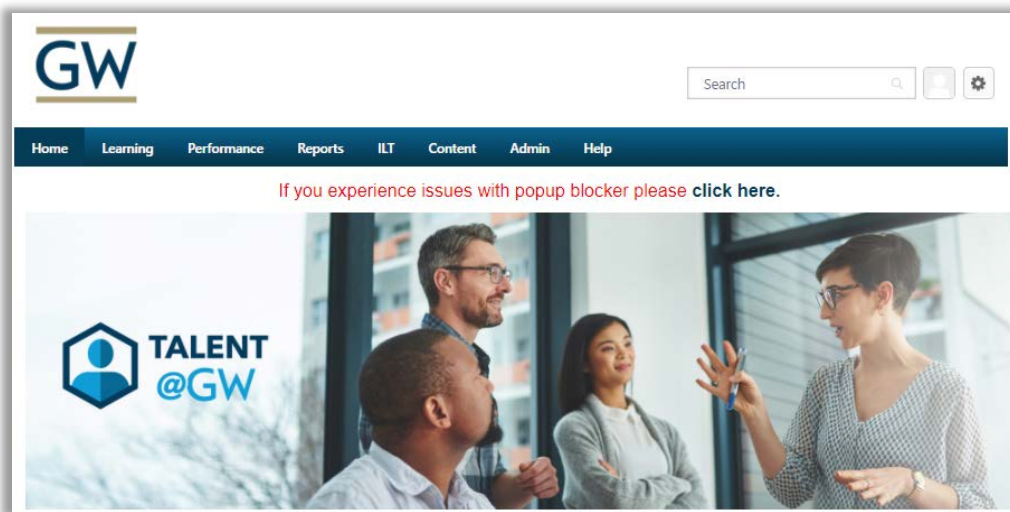
**TALENT
@GW**

How to View your Performance Review

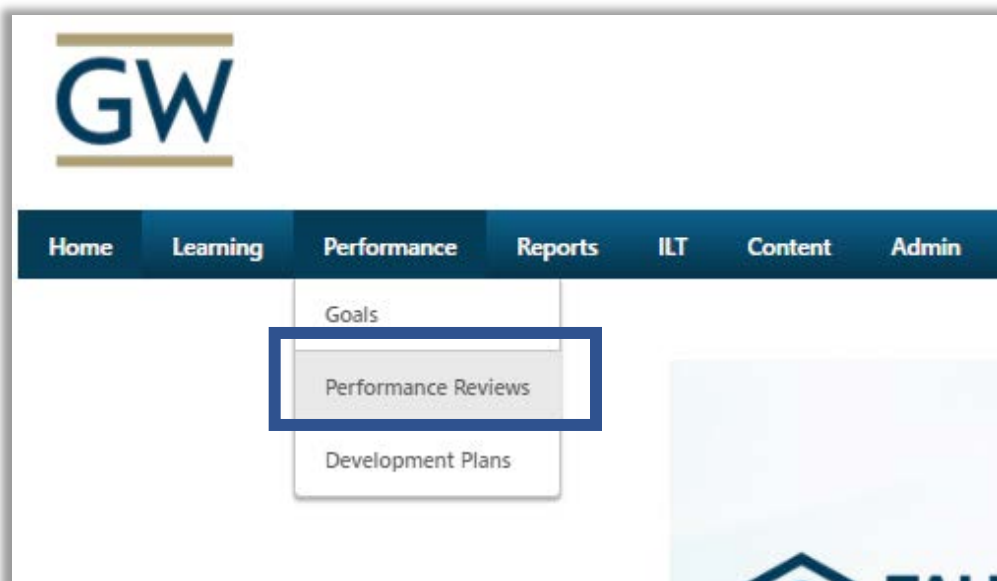
There are two different ways you can view your performance review. You can view your performance review from your Universal Profile or from the Performance tab. You can find both methods below.

How to View your Performance Review from the Performance tab:

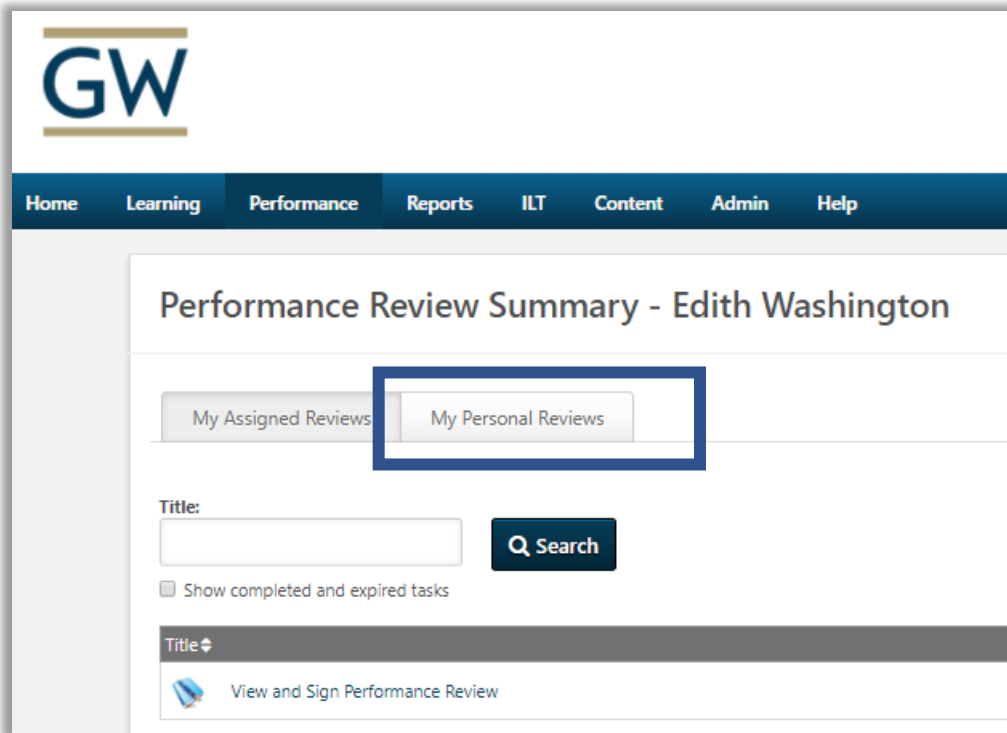
1. Log in to Talent @ GW by visiting go.gwu.edu/talentatgw



2. Select Performance then **Performance Reviews**



3. Select **My Personal Reviews**

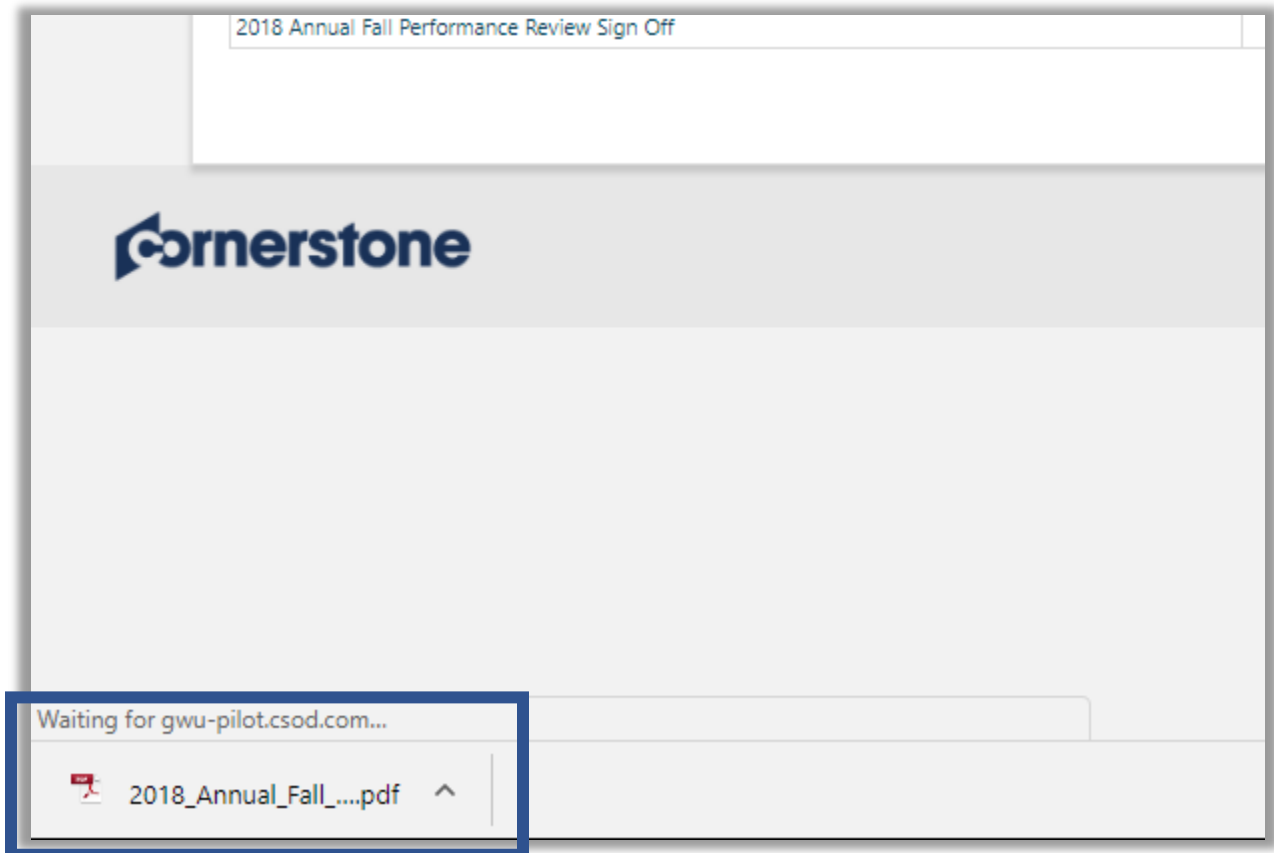


4. To view the entire review with comments, click the name of the review. You can also view your rating.

The screenshot shows the 'Performance Review Summary - Edith Washington' page with the 'My Personal Reviews' tab selected. Below the tabs is a table with the following data:

Review	Review Period	Start Date	Completion Date	Task Status	Rating
2018 Annual Fall Performance Review	9/1/2017 - 8/31/2018	10/19/2018	10/19/2018	Complete	Fully Achieves Expectations

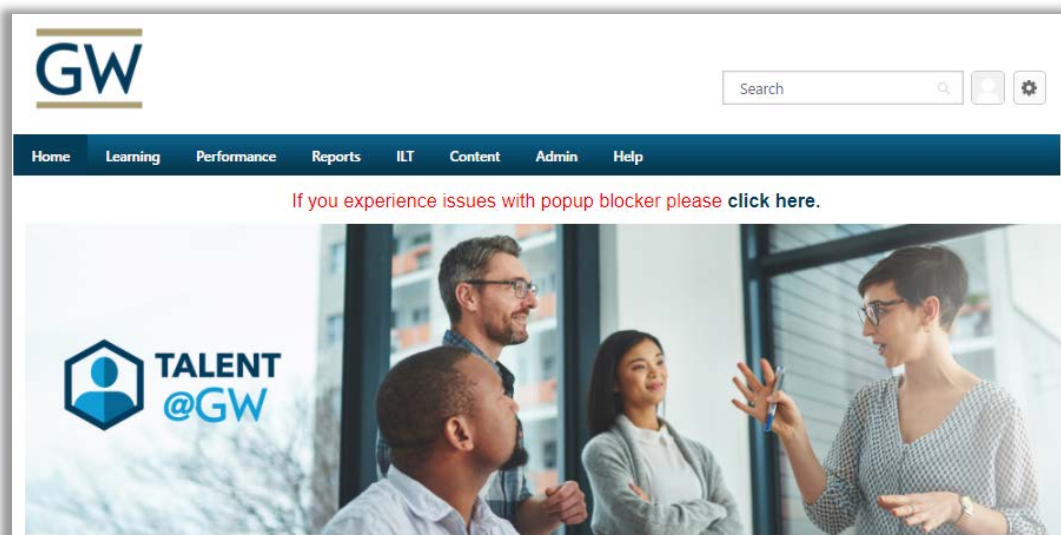
5. The review will download. Click to open the PDF.



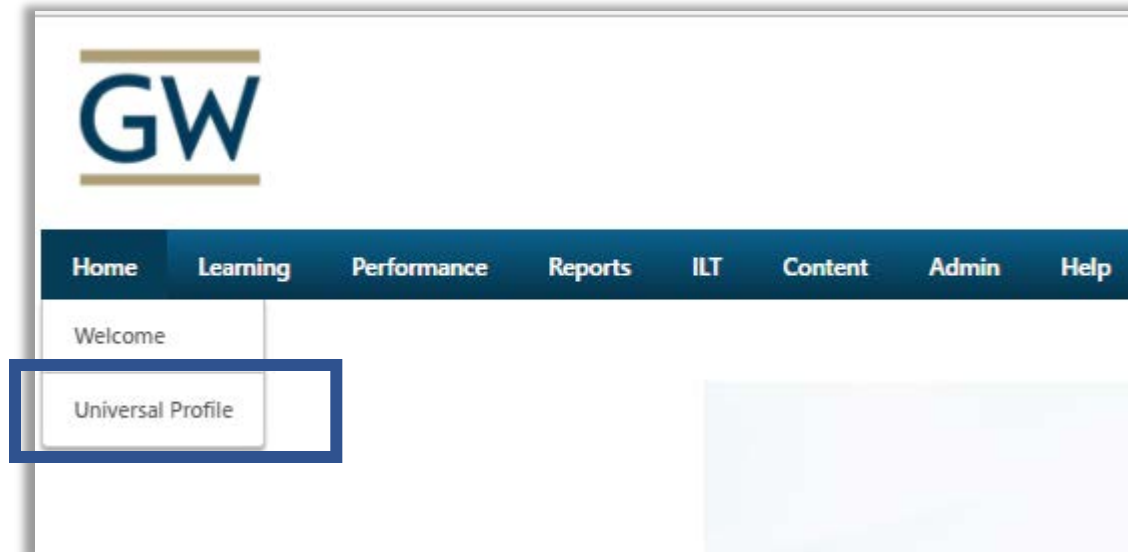
Note: if you are having trouble downloading the review, check the download settings on your browser.

How to View Your Performance Review from Universal Profile

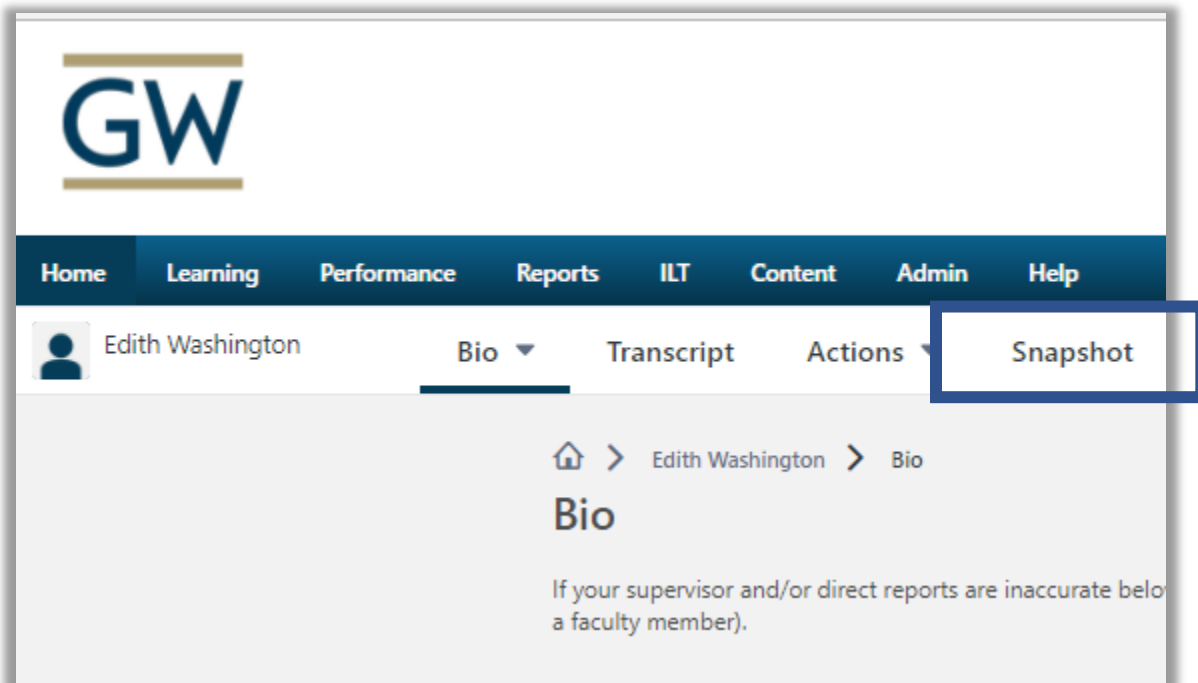
1. Log into Talent @ GW by visiting go.gwu.edu/talentatgw



2. Under Home, select **Universal Profile**



3. Select **Snapshot**



4. View your rating under Reviews. Click to view the entire performance review.

Bio ▾ Transcript Actions ▾ Snapshot

Home > Edith Washington > Snapshot

Snapshot

Development Plan Progress

Edith does not have any active Development Plans.

Goals

Edith does not have any active Goals.

Reviews

Fully Achieves Expectations
2018 Annual Fall Performance Review

5. Click the arrow next to the performance rating. Click Print Review.

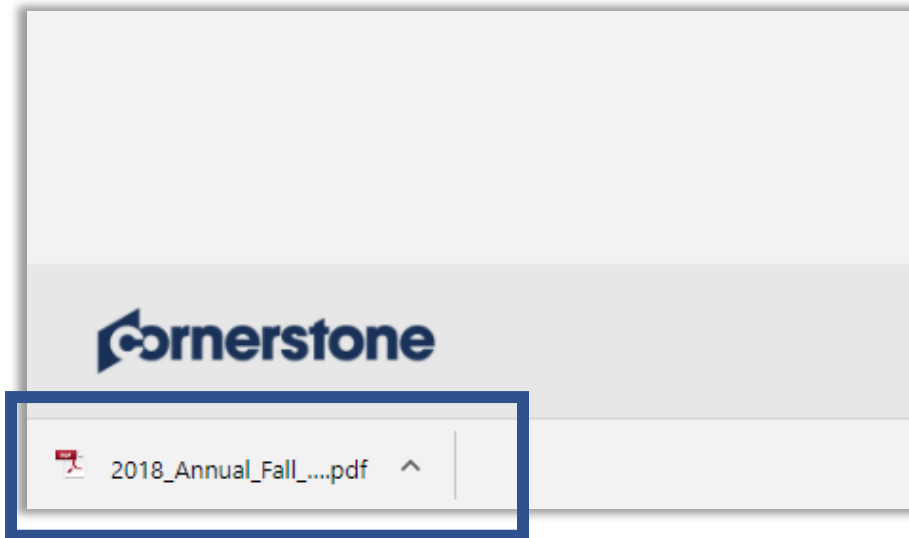
Home > Edith Washington > Snapshot > Reviews

Reviews

Sort By: Due Date ▾ Display completed tasks

2018 Annual Fall Performance Review Sign Off	---
Status : In Progress Review Period : 9/1/2017 - 8/31/2018 Start Date : 10/19/2018 Due Date : 12/31/2018	
2018 Annual Fall Performance Review	Fully Achieves Expectations ▾
Status : Completed Review Period : 9/1/2017 - 8/31/2018 Start Date : 10/19/2018 Due Date : 11/1/2018 Completion Date : 10/19/2018	Print Review

6. The review will download.



Note: if you are having trouble downloading the review, check the download settings on your browser.