1. To begin, navigate to go.gwu.edu/talentatgw

2. On the navigation bar hover over “Performance” and select “Performance Reviews”

Note: You can skip steps 1 and 2 if you open the check-in from the email you received from Talent@GW.

3. Click the “Complete Final Check-in” link to begin your check-in
4. Your final check-in serves as a brief summary of your goals and professional accomplishments for the performance cycle. Here, you can update your goal progress and note any challenges for your own record and your manager.

Note: Below, is the check-in overview screen. There’s a lot to unpack on this page. Key sections have been assigned letters and expanded on below the image.

A. Review Sections: This shows the different sections of the final check-in. A gray checkmark indicates a future section, a blue checkmark indicates an in-progress section, and a shaded blue circle indicates the section is complete.
B. Progress Wheel: The percent shown in the progress wheel will increase as sections of the check-in are completed. The system will only allow reviews to be submitted if the progress wheel is at 100%

C. FAQ: If you have any questions about performance management in Talent@GW, the FAQs are a great place to start.

D. Review Step Progression: This shows where the review currently is in the process. The review process is broken up into steps based on whose turn it is to enter information. This is the first step where the employee comments on their goal progress.

5. Scroll to the bottom and select “Get Started” to begin your part of the check-in
6. Before entering comments, ensure that your goal progress percentage accurately reflects your accomplishments. If they do not, click on the small drop down arrow and then click on “Manage Goals”. If they do, skip ahead to step 8.

Note: Only goals approved by your manager will be shown here.
7. Under the goal title, click and drag the slider to adjust the percentage.

8. When you have updated progress on all your goals, click the “Done” button to go back to your check in.

9. Once back on the check-in page, add comments that reflect what you’ve been able to accomplish this performance cycle. Also mention areas of development you see. These comments should only be a few sentences.
10. Click “Save and Continue” after comments have been added for each goal.
11. Add comments about your overall performance. Anything of note that is not appropriate for the goal comments can also go here. Afterward click “Submit.”