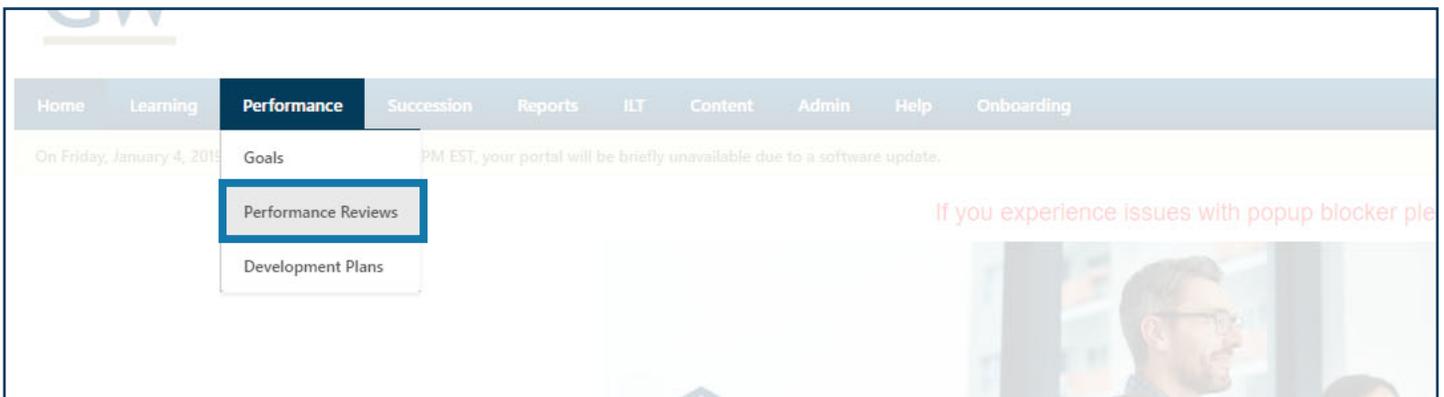


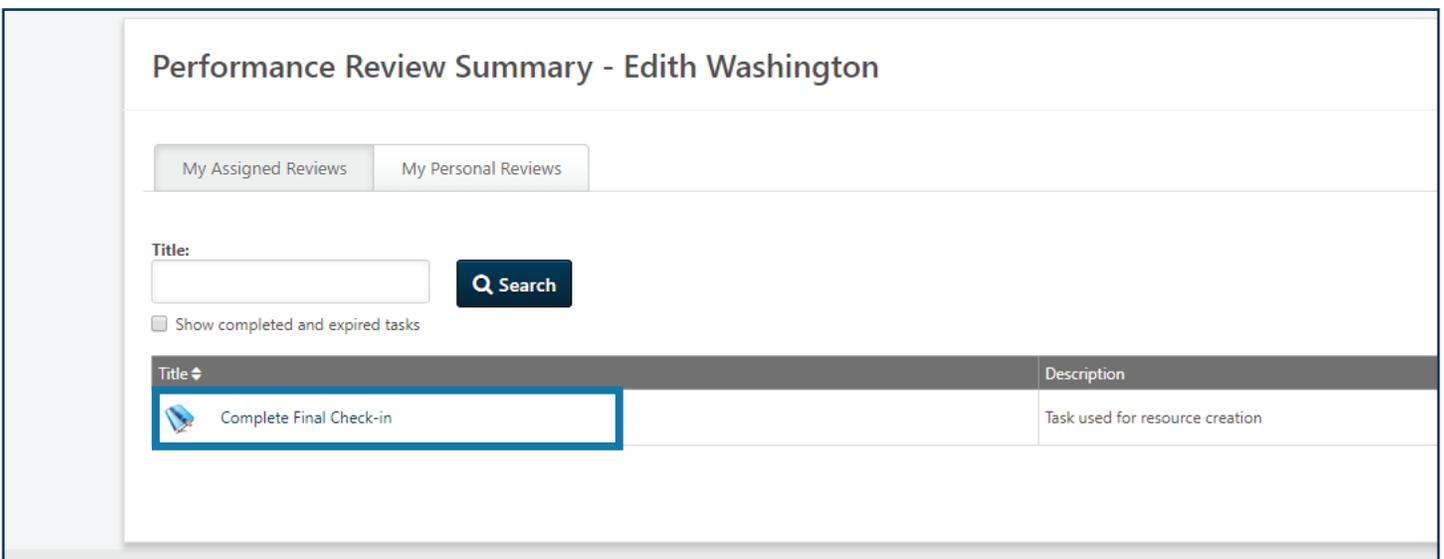
Talent@GW Final Check-in Self Assessment Guide

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.

2020 Final Check-in Guide Options ▾

George Washington
7/1/2019 - 6/30/2020

0%

Overview

For your self assessment, please outline accomplishments based on your annual goals. Where appropriate, note any challenges in achieving your goals due to the impact of COVID-19.

Please consider the GW Values, Service Priorities, and Leader Behaviors (if applicable) in your review

The steps in the Final Check-in process are as follows:

- **Step 1 - Self Assessment (Due June 25, 2020):** Employee will review goals, comment on progress to date and make overall comments, and submit to manager.
- **Step 2 - Manager Review (Due July 9, 2020):**
 - Manager will provide overall performance comments
 - Manager will answer questions about employee performance
 - Manager will provide a performance rating
 - Manager will schedule meeting to discuss performance with employee and submit to Next Level Approver
- **Step 3 - Next Level Approval (Due July 23, 2020):**
 - Next Level Approver will review the check-in and overall performance rating for accuracy and consistency, provide signature to indicate approval, or, send the review back to the manager for changes
- **Step 4 - Performance rating will be visible to employees on August 7, 2020**
 - **This is dependent on Steps 1-3 being completed by July 23, 2020**
- **Step 5 - Employee Review Check-In and Sign Off (Due August 20, 2020):** Employee will review check-in, meet with manager to discuss, and provide electronic signature
- **Step 6 - Manager Sign Off (Due August 20, 2020):** Manager will provide electronic signature after check-in discussion with employee has taken place

For resources and guides, visit the HRMD website Performance section or email tag_performance@gwu.edu if you have questions when completing the check-in.

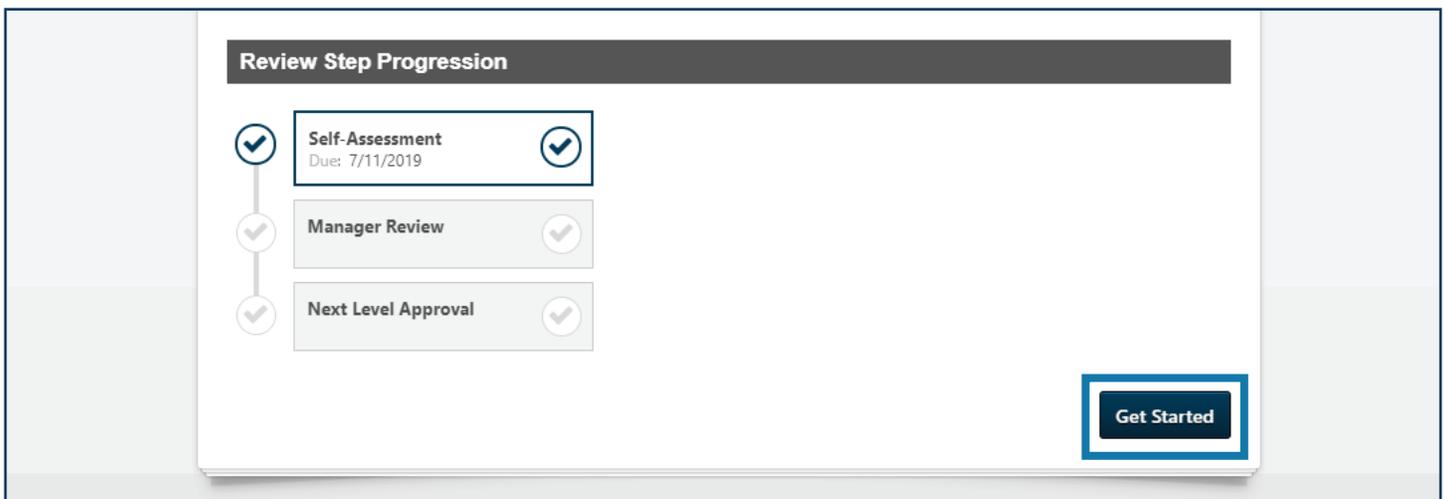
Select "Get Started" below to begin.

Review Step Progression

- ✓ **Self Assessment** (Due: 6/25/2020) ✓ **D**
- ✓ **Manager Review** ✓
- ✓ **Next Level Approval** ✓

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



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.

The screenshot shows the 'Manage Goals' interface. At the top, the goal title is 'Service Framework Implementation' with a status of 'On Track' and a due date of '6/30/2020'. The progress is shown as a blue bar at 0%, with a slider handle currently positioned at 75%. A blue box highlights the slider handle. Below the progress bar is the description: 'Have lunch or coffee at least once a week with a team member from a different department to gauge their feedback on how I can foster a safe, caring, and efficient environment. At the end of each month, identify three things that are working well and three areas for improvement. Suggest solutions by May 1'. The start date is '5/8/2020'. There is a 'Comments' section with an 'Add Comment' button. A blue box highlights the 'Done' button in the bottom right corner.

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.

The screenshot shows the check-in page for the goal 'Service Framework Implementation'. The progress is now 100% (green bar) and the status is 'Completed'. The start date is '5/8/2020' and the due date is '6/30/2020'. The description is: 'Have lunch or coffee at least once a week with a team member from a different department to gauge their feedback on how I can foster a safe, caring, and efficient environment. At the end of each month, identify three things that are working well and three areas for improvement. Suggest solutions by May 1'. The comments section shows a comment by 'George Washington (Self)' with the text 'Review: 2020 Final Check-in 2 tasks v9 Time: 5/14/2020 11:41 AM goals comments'. Below the comment is a rich text editor with a toolbar containing options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, font size, text color, and background color. A blue box highlights the text area of the rich text editor.

10. Click "Save and Continue" after comments have been added for each goal.

more...

Comments:

 **George Washington (Self)** Review: 2020 Final Check-in 2 tasks v9 Time: 5/14/2020 11:41 AM
goal comments

B *I* U ~~S~~ x_2 x^2 *I_x*         Font Size  

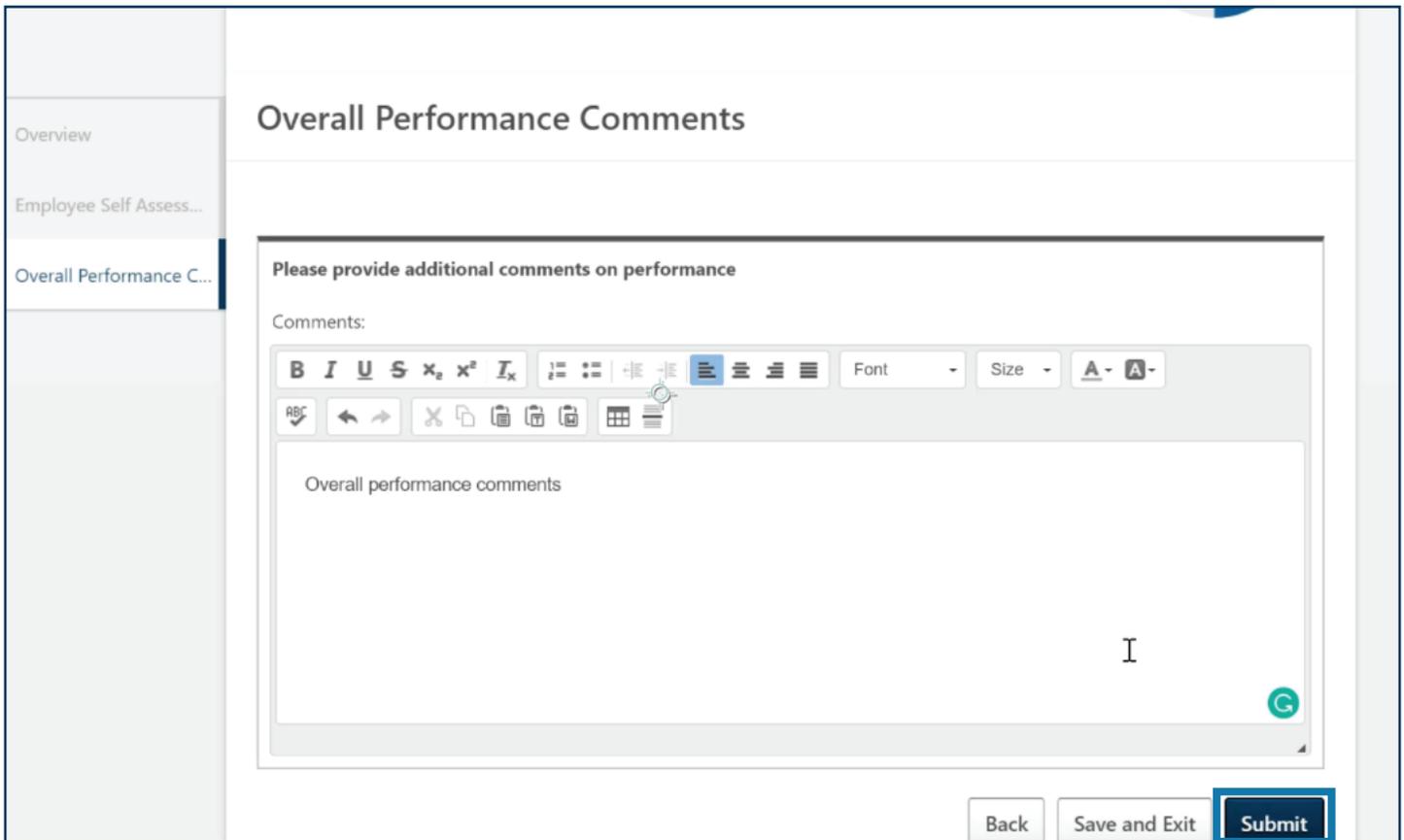
ABC       

Comments that reflect accomplishments

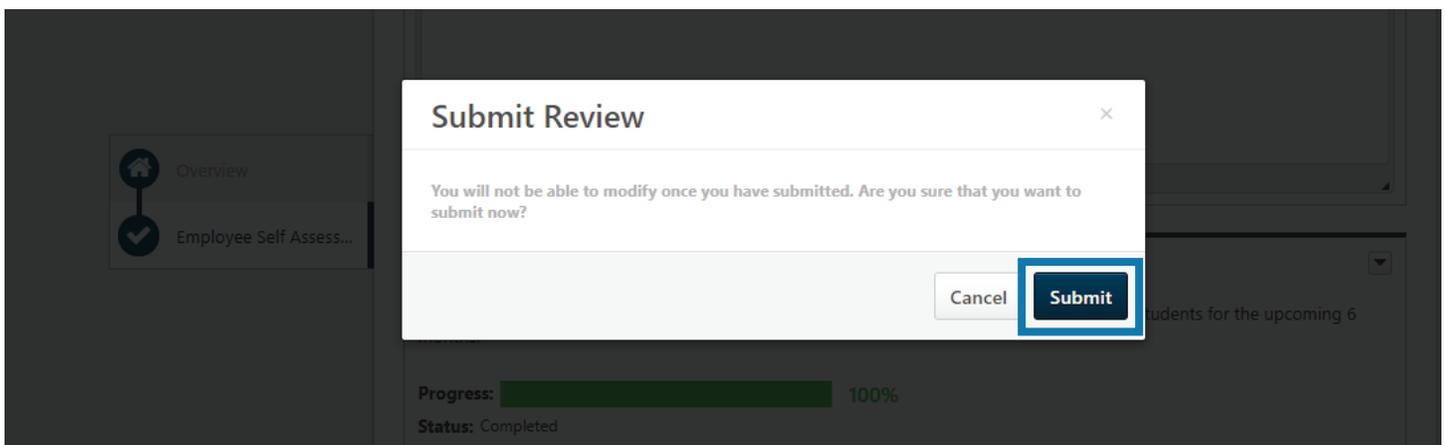


Back Save and Exit **Save and Continue**

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"



The screenshot shows a web application interface with a sidebar on the left containing three menu items: "Overview", "Employee Self Assess...", and "Overall Performance C...". The main content area is titled "Overall Performance Comments". Below the title is a text box with the heading "Please provide additional comments on performance". The text box contains the placeholder text "Overall performance comments" and a cursor. Above the text box is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, font size, and text color. Below the text box are three buttons: "Back", "Save and Exit", and "Submit".



The screenshot shows a "Submit Review" dialog box with a close button (X) in the top right corner. The dialog box contains the text: "You will not be able to modify once you have submitted. Are you sure that you want to submit now?". Below the text are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a blue border. In the background, a sidebar is visible with "Overview" and "Employee Self Assess..." menu items. Below the dialog box, a progress bar is shown at 100% with the status "Completed".