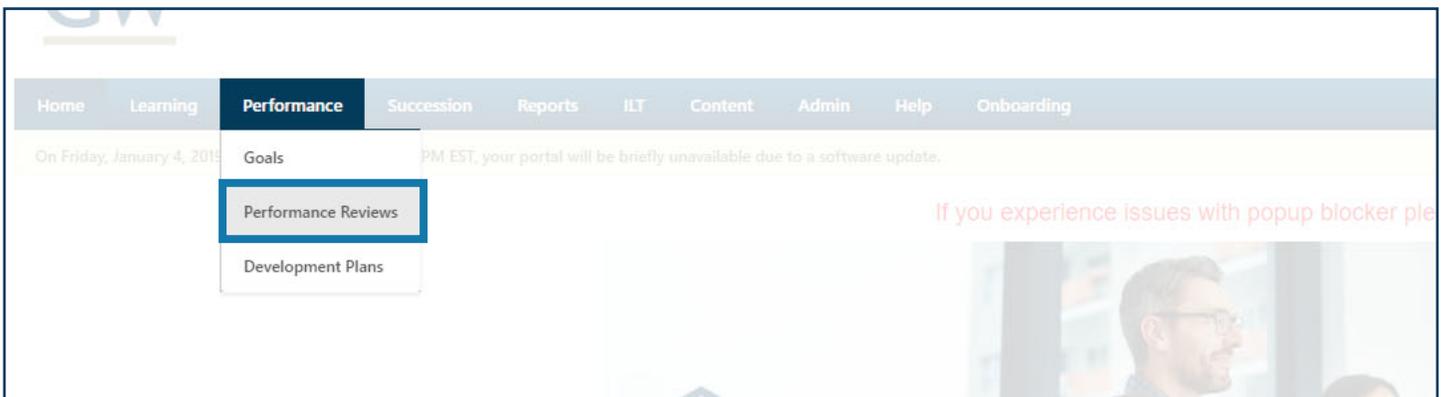


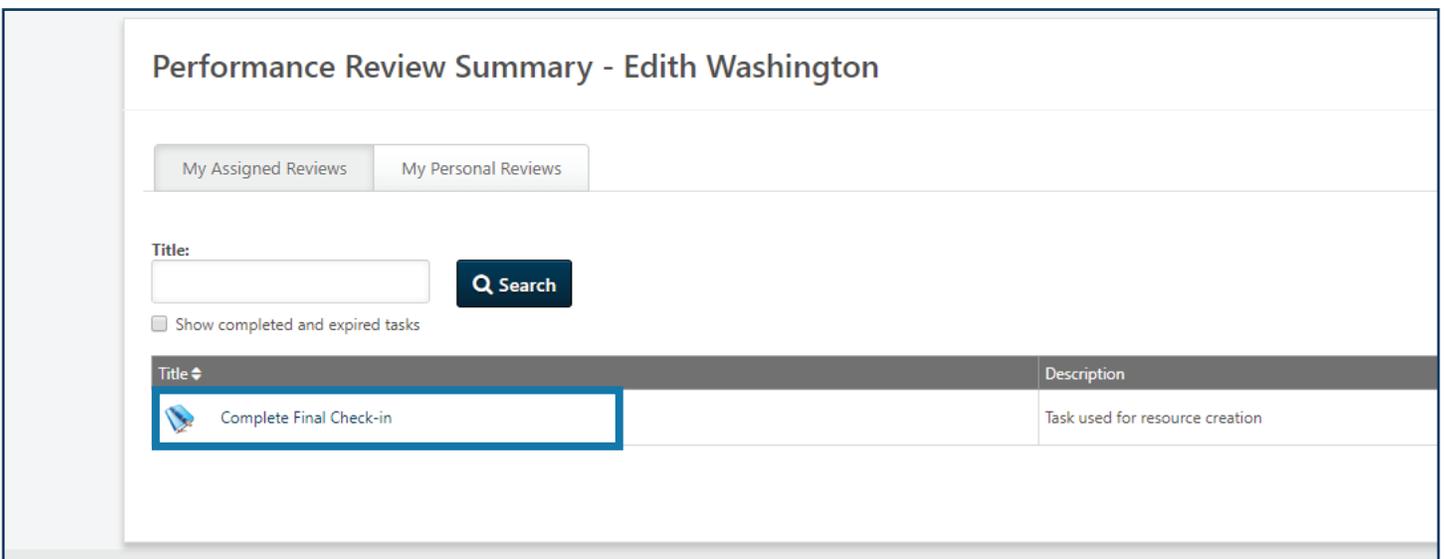
# Talent@GW Final Check-in Self Assessment Guide

1. To begin, navigate to [go.gwu.edu/talentatgw](https://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](mailto:tag_performance@gwu.edu) if you have questions when completing the check-in.

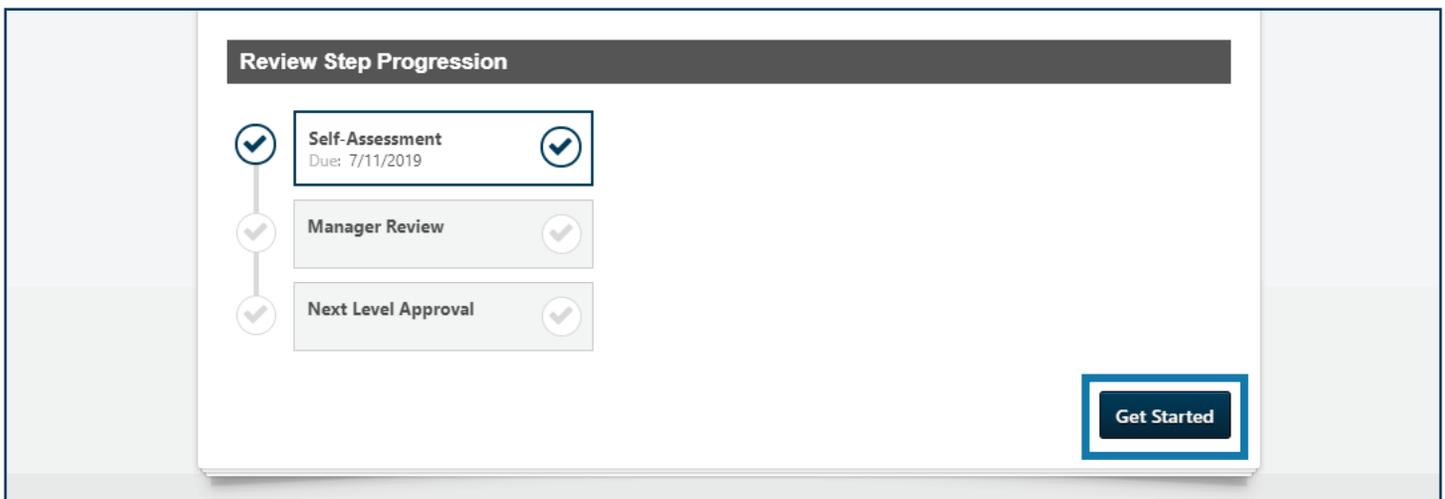
Select "Get Started" below to begin.

**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



- 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.

For additional questions, visit the Performance FAQs page.

**Service Framework Implementation**

Have lunch or coffee at least once a week with a team member from a different department to ensure that all employees can foster a safe, caring, and efficient environment. At the end of each month, identify three to five areas for improvement. Suggest solutions by May 1

**Progress:**  **0%**

**Status:** On Track

**Start Date:** 5/8/2020

**Due Date:** 6/30/2020

more...

**Comments:**

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

**Rich Text Editor:**

Font: [Dropdown] Size: [Dropdown] [Color Picker] [Background Color Picker]

[ABC] [Undo] [Redo] [Cut] [Copy] [Paste] [Table] [List] [Link] [Unlink]

[Empty text area]

**Dropdown Menu:**

- Goals Page Comments
- Manage Goals

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.

**Manage Goals**

**Service Framework Implementation**  
Status: On Track Due Date: 6/30/2020

0% 75

**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  
read more

**Start Date:** 5/8/2020

**Comments**  
Add Comment

**Done**

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.

**Service Framework Implementation**

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

**Progress:** 100%

**Status:** Completed

**Start Date:** 5/8/2020

**Due Date:** 6/30/2020

more...

**Comments:**

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

**B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>** | **Font** | **Size** | **A** | **A**

**RBC** | **←** | **→** | **✂** | **📄** | **📁** | **📧** | **📧** | **📧**

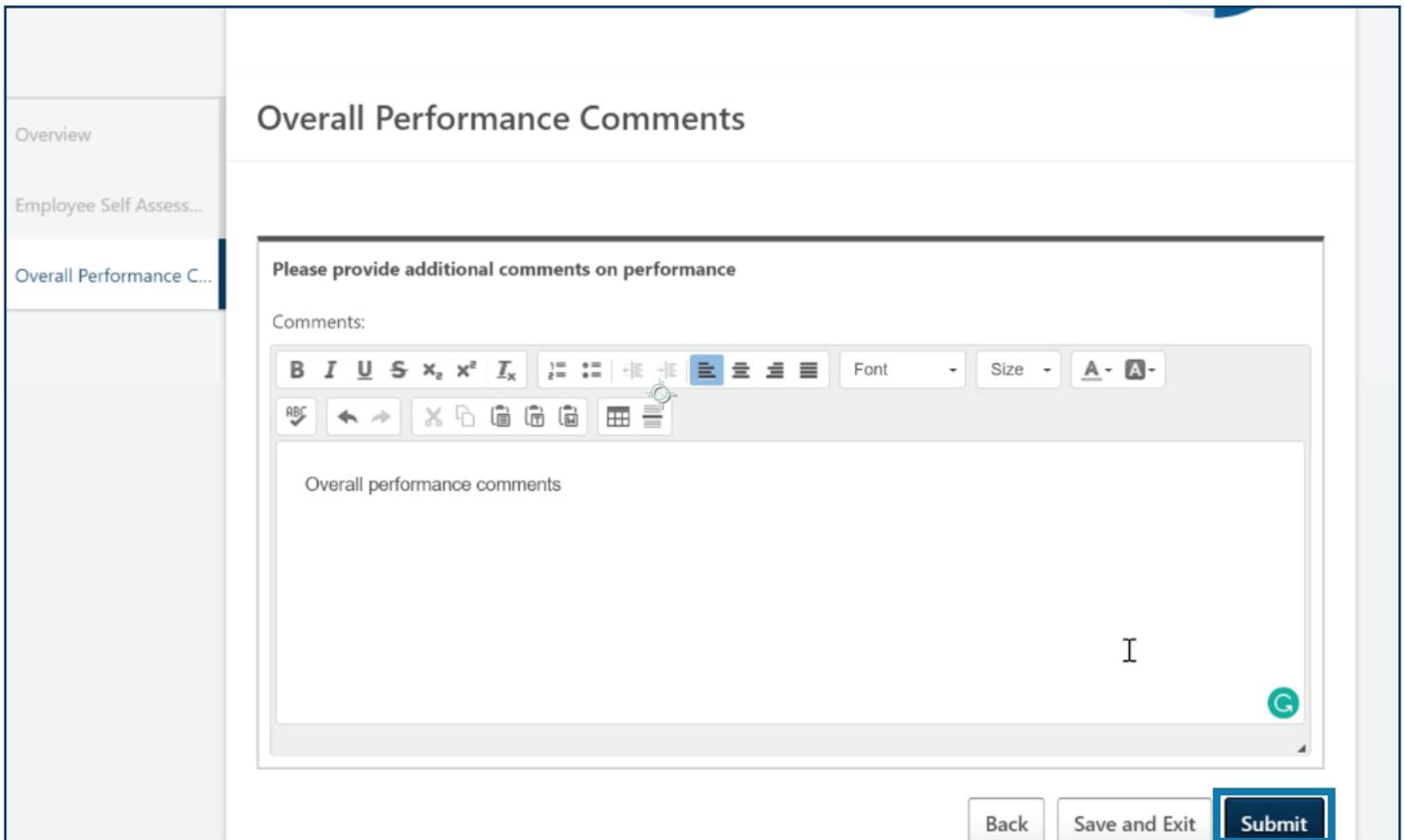
10. Click "Save and Continue" after comments have been added for each goal.

The screenshot shows a user interface for adding comments. At the top left, there is a "more..." link. Below it, the "Comments:" section is titled. A user profile for "George Washington (Self)" is shown, with the context "Review: 2020 Final Check-in 2 tasks v9" and a timestamp of "Time: 5/14/2020 11:41 AM". The comment is labeled "goal comments".

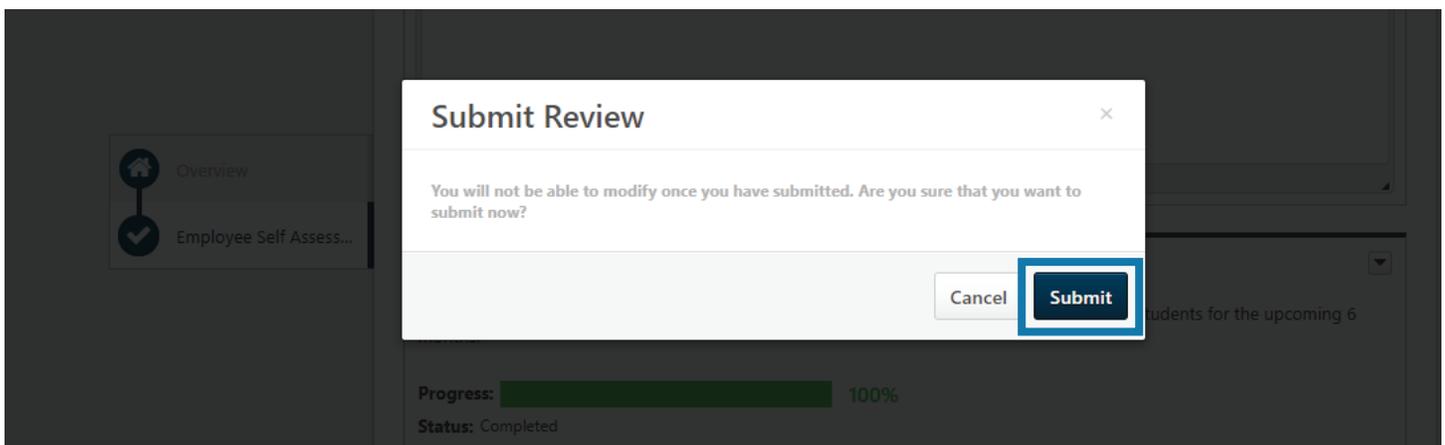
Below the header is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, font face, font size, text color, and background color. Below the toolbar is a text input area containing the placeholder text "Comments that reflect accomplishments". A green circular refresh icon is located in the bottom right corner of the text area.

At the bottom of the interface are three buttons: "Back", "Save and Exit", and "Save and Continue". The "Save and Continue" button is highlighted with a blue border.

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 prompt "Please provide additional comments on performance". The text box has a rich text editor toolbar above it 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. The text box contains the placeholder text "Overall performance comments" and a cursor. At the bottom right of the text box is a green circular icon with a white 'G'. Below the text box are three buttons: "Back", "Save and Exit", and "Submit". The "Submit" button is highlighted with a blue border.



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?". At the bottom of the dialog box 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".