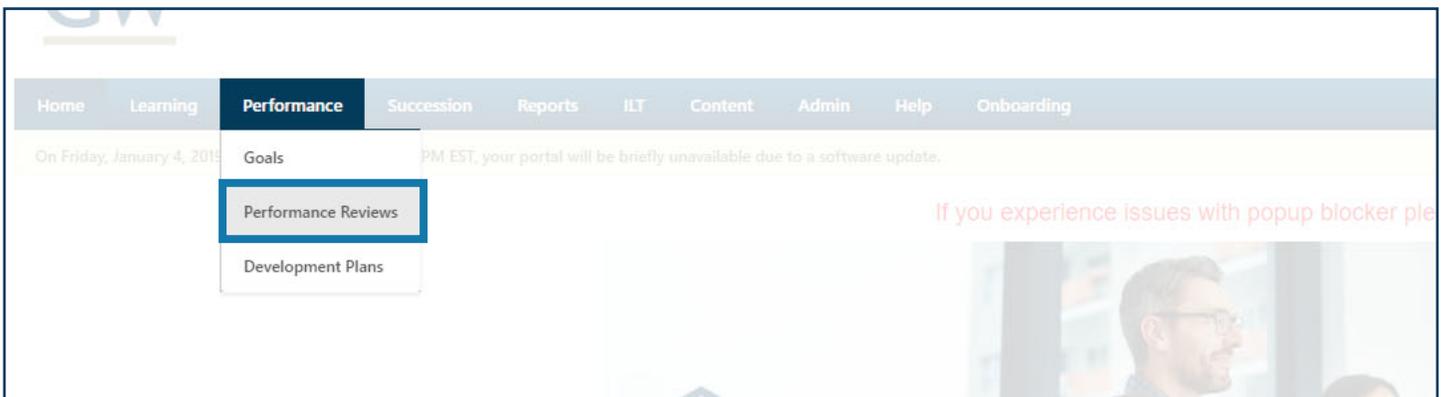


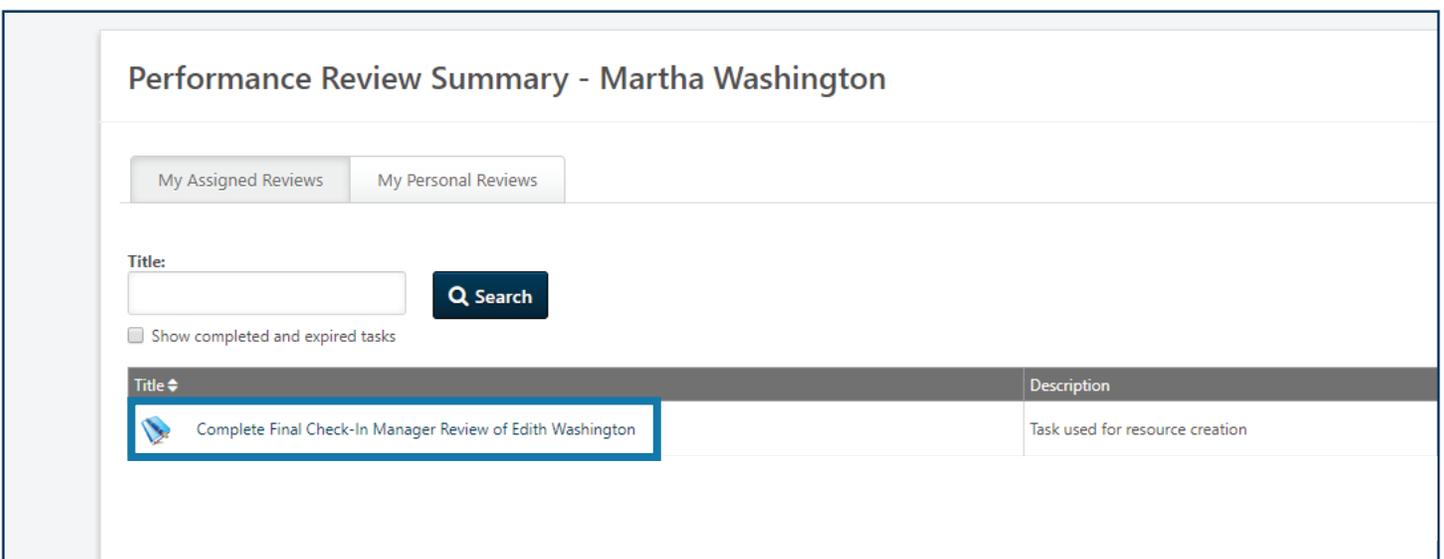
Talent@GW Final Check-in Manager Review Guide

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 for your direct report to begin the manager part of their check-in



4. The final check-in gives you, the manager, the opportunity to briefly comment on your employee's progress and accomplishments for the performance cycle.

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

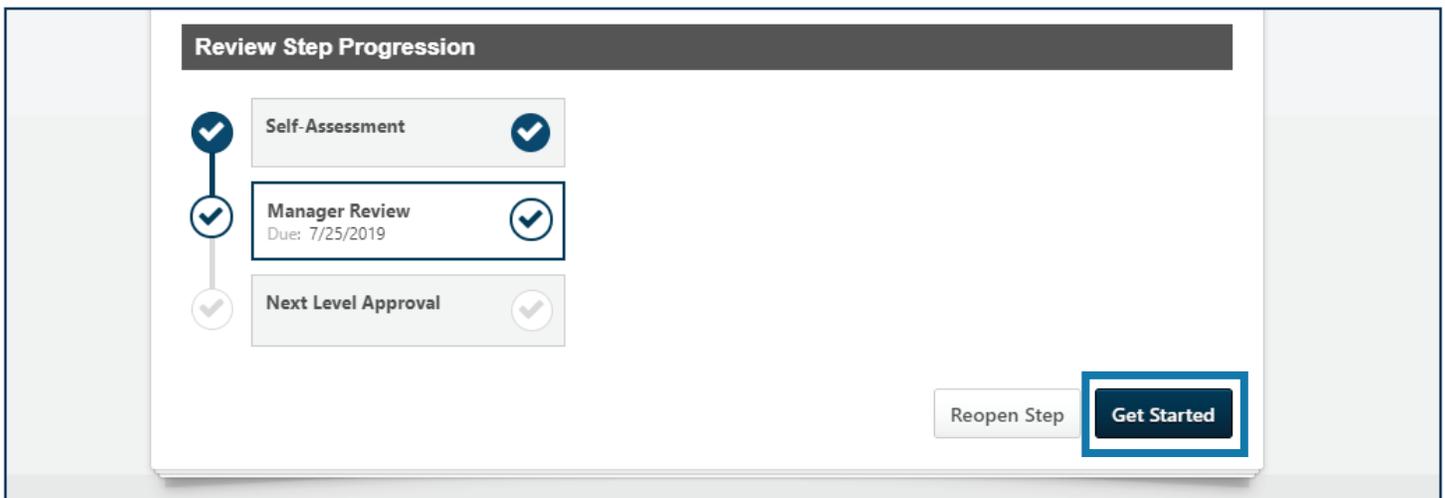
Self Assessment Due: 6/25/2020

Manager Review

Next Level Approval

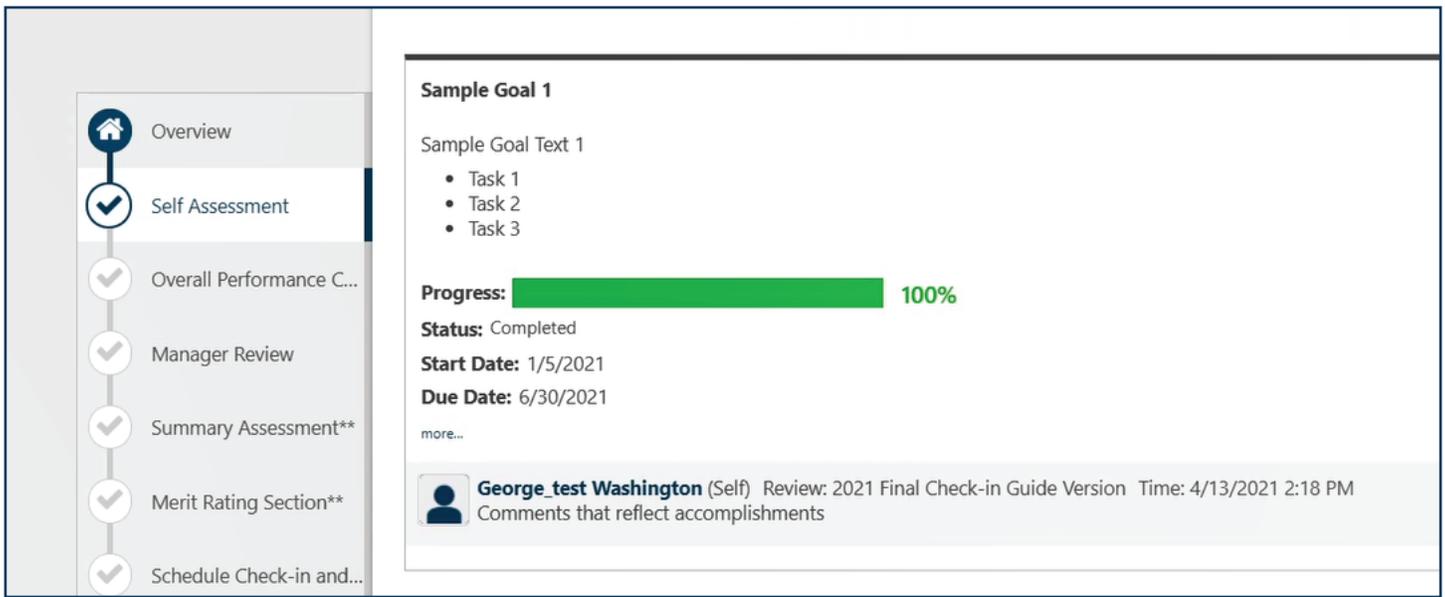
A. Review Sections: This shows the different sections of the final check-in. A gray checkmark indicates a future section, a blue checkmark indicates an in-progress section, and a shaded blue circle indicates the section is complete.

- 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



6. Unique to this year, managers will not comment on their direct report's goals. Managers will only be able view their employee's comments. Managers will be able to provide their input in the overall performance section in a subsequent step.

Note: Only goals that you approved in the system will be shown here.



The screenshot displays a performance management interface. On the left is a vertical sidebar with navigation items: Overview (home icon), Self Assessment (checkmark icon), Overall Performance C... (checkmark icon), Manager Review (checkmark icon), Summary Assessment** (checkmark icon), Merit Rating Section** (checkmark icon), and Schedule Check-in and... (checkmark icon). The main content area shows a goal titled "Sample Goal 1" with the text "Sample Goal Text 1" and a bulleted list of "Task 1", "Task 2", and "Task 3". Below the tasks, the progress is shown as a green bar at 100%. The status is "Completed", the start date is "1/5/2021", and the due date is "6/30/2021". A "more..." link is present. At the bottom, a user profile for "George_test Washington (Self)" is shown with a review comment: "Review: 2021 Final Check-in Guide Version Time: 4/13/2021 2:18 PM" and "Comments that reflect accomplishments".

7. Scroll down and click "Save and Continue" after you have viewed each of the goal comments.



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

8. Add comments about your direct report's overall performance. Anything of note that is not appropriate for the goal comments can also go here. Afterward, click "Save and Continue".

The screenshot displays a performance review interface. On the left is a vertical navigation menu with the following items: Overview, Employee Self Assess..., Overall Performance C..., Manager Review, Summary Assessment*, and Schedule Check-in and... The main content area is titled "Please provide additional comments on performance". It shows a comment by "George Washington (Self)" with the text "Overall performance comments". Below this is a rich text editor with a toolbar containing options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, and outdent. The editor contains the text "Overall performance comments from manager". At the bottom right of the editor is a green circular refresh icon. Below the editor are three buttons: "Back", "Save and Exit", and "Save and Continue". The "Save and Continue" button is highlighted with a blue border. The footer of the page features the "erstone" logo on the left and the text "Powered by Cornerstone OnDemand, Inc. All Rights Reserved. Terms - Pr" on the right.

9. On the next page, you'll be asked to summarize what the employee is doing well and what they can change to be more effective. These should only be a few sentences as well. Once finished, click on "Save and Continue".

Manager Instructions

- Briefly answer the questions below.
- If appropriate, include suggestions for professional development in your answers. You can create a new development plan for George_test Washington by selecting the "Development Plans" option under the "Performance" tab above.

For additional questions, visit the Performance FAQs page.

What is the employee doing well that they should continue to do?

Comments: *

things the employee is doing well

What can the employee change or start doing that would make them more effective?

Comments: *

things that would help the employee be more effective

Back Save and Exit **Save and Continue**

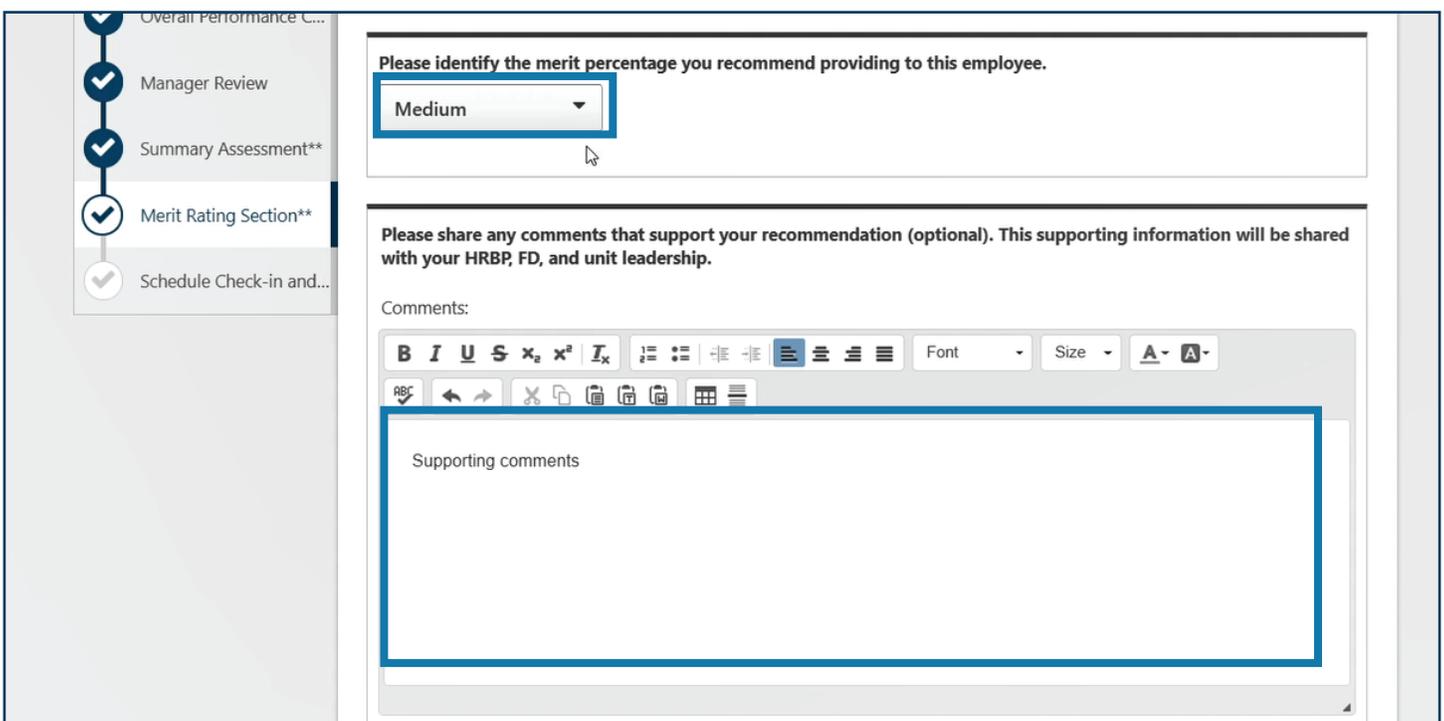
10. Click the "Overall Performance" drop down menu and select a rating. Afterward, click "Save and Continue".

Note: For additional information on what each of the ratings mean, see the rating section of hr.gwu.edu/performance-management



11. This next section is new to the final check-in process. On this page, you have an opportunity to provide a recommendation for the amount of merit your employee receives. This is most useful when you want to distinguish better performers among employees who have earned the same rating. Click the drop down menu and select a merit percentage range. Be sure to provide comments to support your rating choice. Afterward, click "Save and Continue".

Note: This is an optional field. You may leave it blank if you have no recommendation. Additionally, you can view hr.gwu.edu/performance-management for more information



12. Finally, you must schedule a time to meet with your direct report to discuss the check-in. Click the check box after holding a time on your calendar. Once finished, click "Submit"

The screenshot shows a web application interface with a sidebar on the left containing two items: "Merit Rating Section**" and "Schedule Check-in and...". The main content area is titled "Manager Instructions" and contains the following text and list:

Manager Instructions

- **All employees will have access to their performance rating and your comments on June 18, 2021**
 - Schedule time for a discussion with George_test Washington **between June 18, 2019 and July 1, 2021** when signatures are due
- Check the box below to confirm that a meeting has been scheduled
- Select the Submit button below to send the check-in to the Next Level Approver

Below the instructions is a text box containing the text "I confirm that the check-in meeting has been scheduled." To the left of this text is a small square checkbox, which is highlighted with a blue border. At the bottom right of the form 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 overlaid on a dark background. The dialog box has a title bar with "Submit Review" and a close button (X). The main text inside the dialog box reads: "You will not be able to modify once you have submitted. Are you sure that you want to submit now?". At the bottom right of the dialog box are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a blue border.