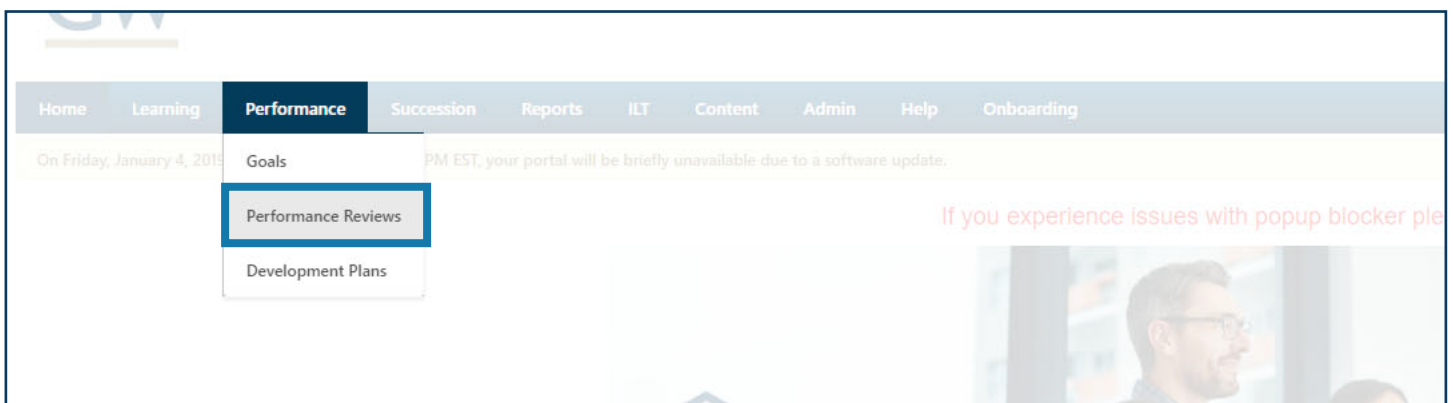


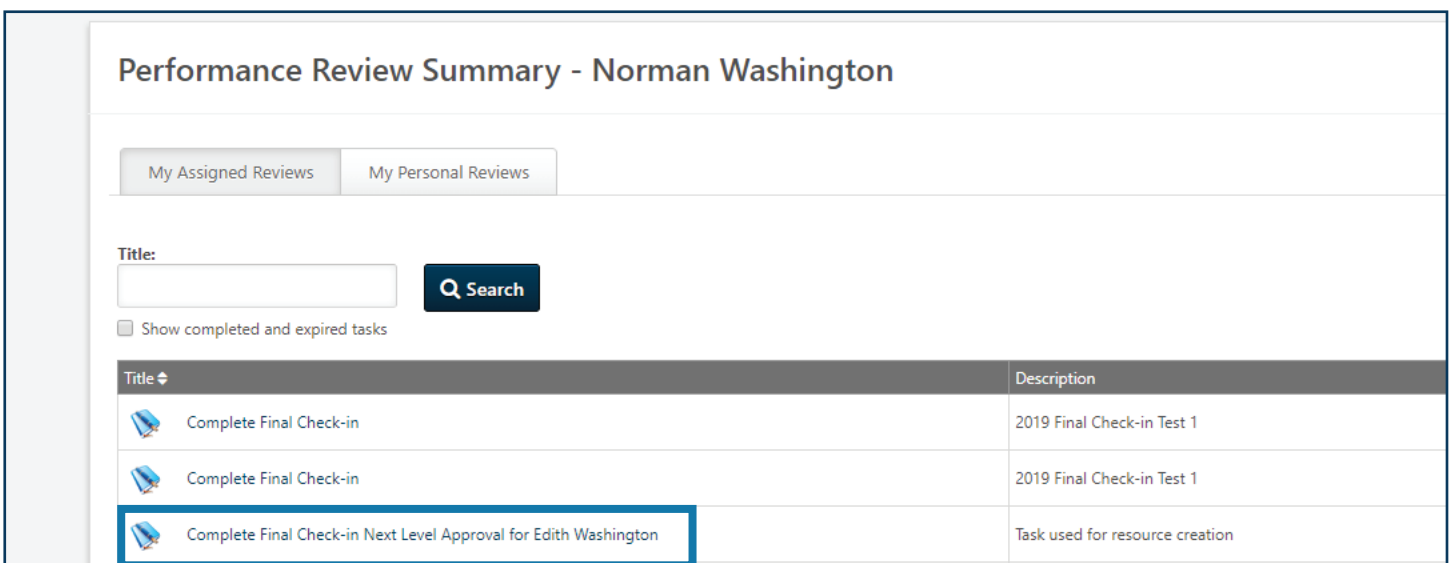
Talent@GW Final Check-in Next Level Approval Guide

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 indirect report to begin the next level approver part of their check-in



4. The final check-in gives employees and managers the opportunity to briefly comment on the 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.

2019 Final Check-in Options ▾

Edith Washington
7/1/2018 - 6/30/2019

0%

Overview

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

- **Step 1 - Self Assessment (Due July 11, 2019):** Employee will review goals, make updates as appropriate, comment on progress to date, and submit to manager
- **Step 2 - Manager Review (Due July 25, 2019):**
 - Manager will review employee goals and comment on progress
 - Manager will answer two questions about employee performance
 - Manager will provide an overall performance rating and supporting comments
 - Manager will schedule meeting to discuss goals, check-in questions, and overall performance with employee and submit to Next Level Approver
- **Step 3 - Next Level Approval (Due August 8, 2019):**
 - 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 and Comments will be visible to all employees on August 23, 2019**
 - **This is dependent on Steps 1-3 being completed by August 8, 2019**
- **Step 5 - Employee Review Check-In and Sign Off (Due September 5, 2019):** Employee will review check-in, meet with manager to discuss, and provide electronic signature
- **Step 6 - Manager Sign Off (Due September 5, 2019):** Manager will provide electronic signature after check-in discussion with employee has taken place

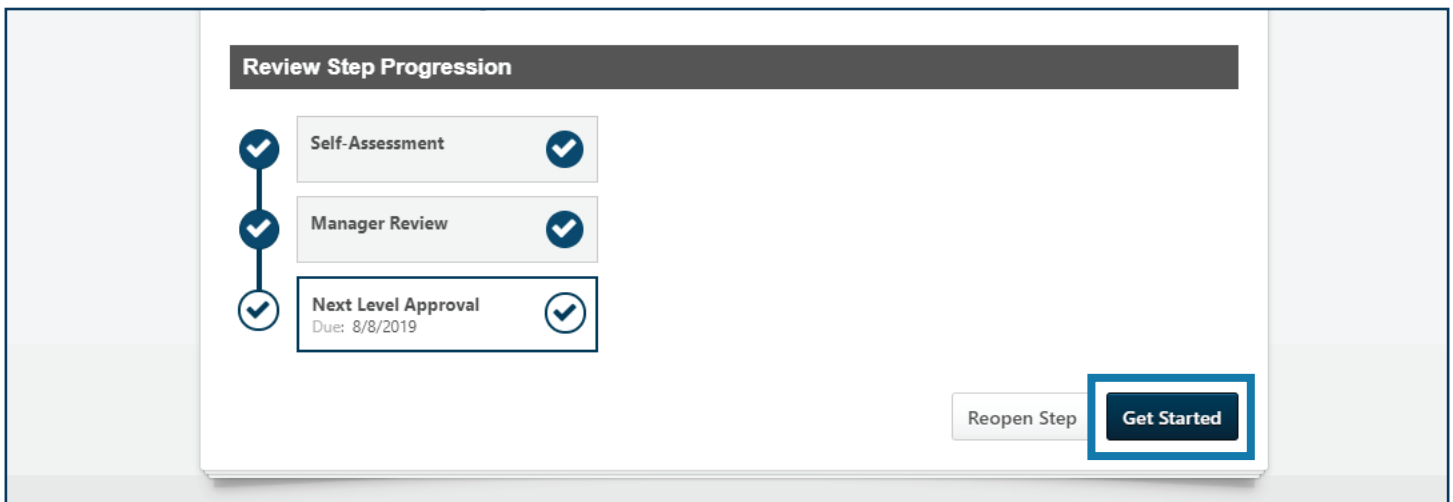
Visit the [Performance FAQs page](#) or email tag_performance@gwu.edu if you have questions when completing the check-in. Select "Get Started" below to begin.

Review Step Progression

✓	Self-Assessment	✓
✓	Manager Review	✓
✓	Next Level Approval Due: 8/8/2019	✓

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. The first page focuses on the employee's goals. There are comments below each goal from the employee and the manager. Review this content for clarity and consistency. Click "[Save and Continue](#)" after you've reviewed each goal

more...

Martha Washington (Manager) Review: 2019 Final Check-in Time: 5/20/2019 4:07 PM
Edith has really helped to increase overall team productivity by introducing this new tool. She also showed great initiative by offering to support others as they got up to speed. I look forward to getting her input on other ways we can improve other processes.

Edith Washington (Self) Review: 2019 Final Check-in Time: 5/17/2019 11:30 AM
I've implemented streak into my workflow which has allowed me to increase the number of people I'm able to connect with each week. I've also met with team members individually to introduce it to them and train them on how to use it.

Strategy Plan Research

Complete research for five-part strategy plan to increase team engagement with prospective students for the upcoming 6 months.

Progress: 100%

Status: Completed

Start Date: 7/1/2018

Due Date: 7/1/2019

more...

Martha Washington (Manager) Review: 2019 Final Check-in Time: 5/20/2019 4:07 PM
Sample comment

Edith Washington (Self) Review: 2019 Final Check-in Time: 5/17/2019 11:38 AM
I've put together a pitch and had a well-recieved presentation with stakeholders. For my next steps, I'll be creating a subcommittee and fine-tuning the timeline so that we can hit the ground running during the next performance cycle!

[Back](#) [Save and Exit](#) [Save and Continue](#)

7. The next page, has the manager's summary of what the employee is doing well and what they can change to be more effective. Review this information as well. Once finished, click on "[Save and Continue](#)"

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

Martha Washington (Manager) Review: 2019 Final Check-in Time: 5/20/2019 4:13 PM
Edith is a very forward-thinking employee. She spends a lot of time evaluating our current options and suggesting, researching, and implementing newer, more effective ones. Because of this, our team has never been more modern, up to date, and efficient.

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

Martha Washington (Manager) Review: 2019 Final Check-in Time: 5/20/2019 4:13 PM
Edith can sometimes be overly optimistic about how easy it may be to overcome the obstacles of implementing new tools or processes. This sometimes means having to readjust timelines or her pushing herself harder than she should be. Edith should work on thinking more practically and having better foresight to account for mishaps.

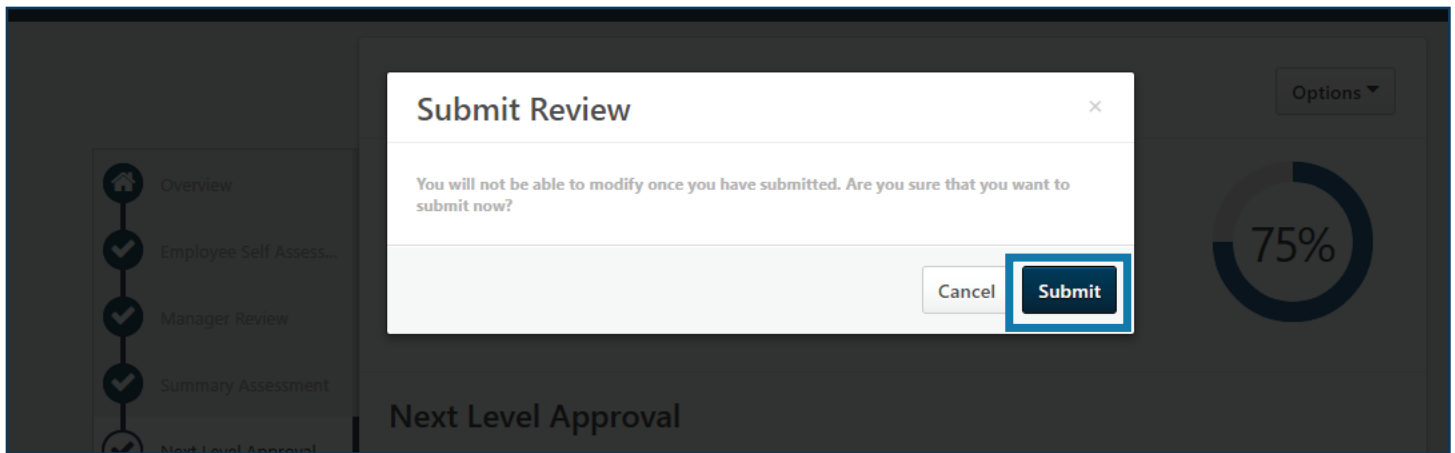
[Back](#) [Save and Exit](#) [Save and Continue](#)

8. The last thing you need to review is the overall rating assigned to the employee by the manager and the overall performance comments. Once finished, click ["Save and Continue"](#)

The screenshot shows a review interface for Edith Washington. At the top, under 'Overall Performance', it shows a manager's profile (Martha Washington) with a rating of 2, indicating 'Achieves Expectations'. Below this, the 'Overall Performance Comments' section contains a detailed comment from Martha Washington praising Edith's performance. At the bottom right, there are three buttons: 'Back', 'Save and Exit', and 'Save and Continue', with the 'Save and Continue' button highlighted by a red box.

10. Finally, you need to sign off that you approve of all of the manager's comments and their final rating of the employee. Type your name in the box and click ["Sign"](#) to approve. Afterward, click ["Submit"](#) to complete the review

The screenshot shows the 'Next Level Approval' page for Edith Washington's 2019 Final Check-in. On the left is a sidebar with navigation links: Overview, Employee Self Assess..., Manager Review, Summary Assessment, and Next Level Approval (which is selected). The main content area shows Edith Washington's profile and a 75% progress indicator. Below this, the 'Next Level Approval' section includes instructions for the approver. At the bottom, there is a text box for the 'Next Level Approver' name, which contains 'Norman Washington', and a 'Sign' button. At the bottom right, there are three buttons: 'Back', 'Save and Exit', and 'Submit', with the 'Submit' button highlighted by a red box.



Note: You can send a final check-in back to the manager step if you do not approve of their comments. To do so, click on the overview tab on the side menu. From the overview page, click on “[reopen step](#)” in the bottom right

