

How to View Your Employee's Performance Review

1. Log in to Talent @ GW by visiting go.gwu.edu/talentatgw



2. Select Performance then Performance Reviews

G	W					
Home	Learning	Performance	Reports	ILT	Content	Admin
		Goals				
		Performance Rev	iews			
		Development Pla	ins			

3. Select My Assigned Reviews

Home	Learning	Performance	Reports	ILT	Content	Admin	н
	Perf	ormance F	Review S	Sumr	nary - N	/lartha	W
	My	Assigned Reviews	My Pers	onal Revi	ews		
	Title:			Q Sea	rch		
	□ Show	completed and expi	ired tasks				

4. Click Show completed and expired tasks

Performance Review Summary - Martha Washington			
My Assigned Reviews My Personal Reviews			
Title: Q Search Show completed and expire I tasks			
Title Complete Performance Review for Edith Washington			
Sign Performance Review for Edith Washington			

5. Click the performance review for the employee

Performance Review Summary - Martha Washington				
My Assigned Reviews	My Personal Reviews			
Title: Q Search Show completed and expired tasks				
Complete Performance Review for Edith Washington				
Sign Performance Review for Edith Washington				

6. Click Print Review or Print Reviewee Version

2018 Annual Fall Performance Review	Options 🔻	
Edith Washington 9/1/2017 - 8/31/2018	Print Review Print Reviewee Version	
	100%	