

## How to View or Print your Performance Review

There are two different ways you can view your performance review. You can view your performance review from your Universal Profile or from the Performance tab. You can find both methods below.

How to View your Performance Review from the Performance tab:

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

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

2. Hover over Performance then Performance Reviews

#### 3. Select My Personal Reviews

G	W							
Home	Learning	Performance	Reports	ILT	Content	Admin	Help	
	Perf	ormance F	Review S	Sumn	nary - E	dith W	ashing	Jton
	Му	Assigned Reviews	My Pers	sonal Revi	ews			
	Title:			Q Sear	ch			
	_ Snow	completed and expl	red tasks					
	>	View and Sign Perfo	ormance Review	v				

4. To view the entire review with comments, click the name of the review. You can also view your rating, if there is a rating assigned.

Performance Review Summ	ary - Edith Washington					
My Assigned Reviews My Personal Revie	NS					
<b>Review</b> ¢		Review Period 🗢	Start Date 🗢	Completion Date 🗢	Task Status 🗢	Rating 🗢
2018 Annual Fall Performance Review		9/1/2017 - 8/31/2018	10/19/2018	10/19/2018	Complete	Fully Achieves Expectations

1. The review will download. Click to open the PDF. Once the review is downloaded, you can save to your computer or print.

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	2018 Annual Fall Performance Review		
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# Note: if you are having trouble downloading the review, check the settings on your browser.

#### How to View Your Performance Review in Universal Profile

- 1. Log into Talent @ GW by visiting go.gwu.edu/talentatgw
- 2. Hower over Home, then select Universal Profile

Home	Learning	Performance	Reports	ILT	Content	Admin	Help
Welcome							
Universal Pro	ofile						

### 3. Select **Snapshot**

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				Edith W superviso ty membe	/ashington <b>&gt;</b> r and/or direc r).	Bio t reports an	e inaccurate belo

4. View your rating under Reviews. Click to view the entire performance review.

Development Plan Progress	Goals	Reviews
Edith does not have any active Development Plans.	Edith does not have any active Goals.	Fully Achieves Expectatio 2018 Annual Fall Performance

5. Click the arrow next to the performance rating. Click Print Review.



6. The review will download. Once the review is downloaded, you can save to your computer or print.

	Status : Completed Review Period :
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Note: if you are having trouble downloading the review, check the download settings on your browser.