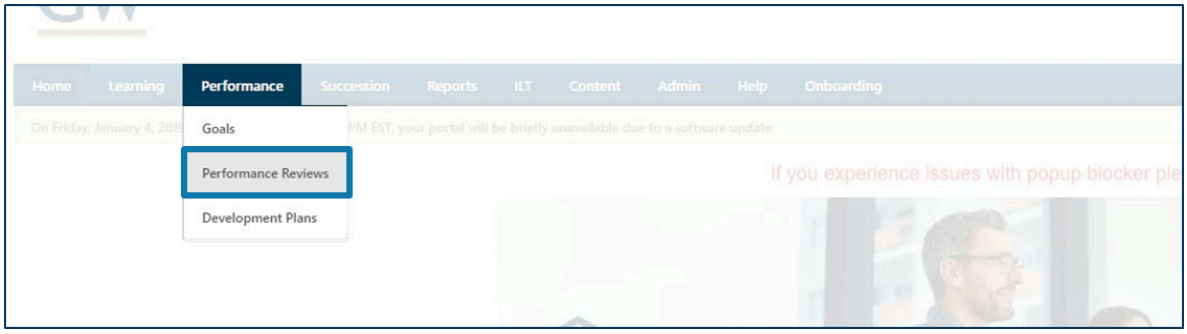
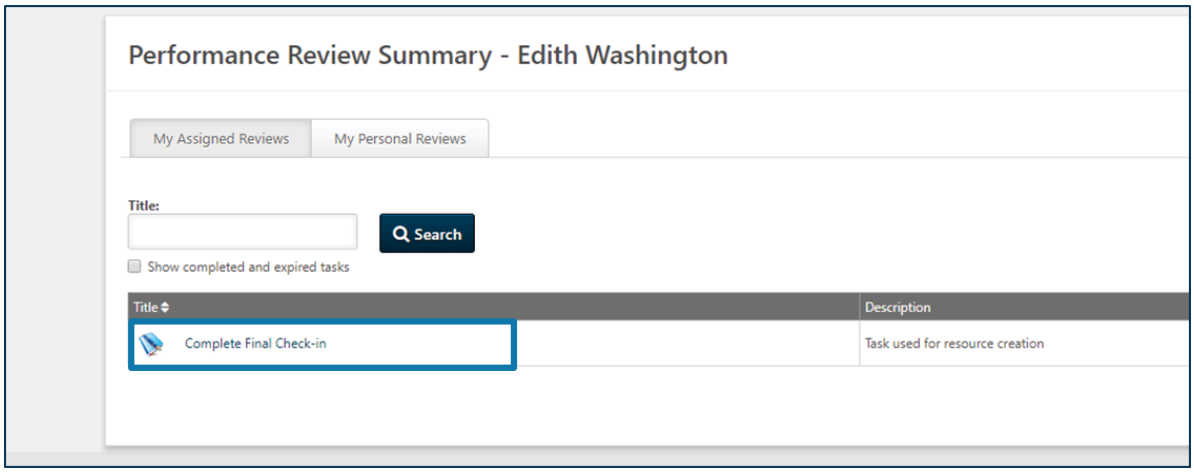
Final Check-in
Self Assessment Guide

1. To begin, navigate to go.gwu.edu/talentatgw
2. On the navigation bar hover over "**Performance**" then select "**Performance Reviews**".

   Note: You can skip steps 1 and 2 if you use the link included in the Final check-in email from Talent@GW.

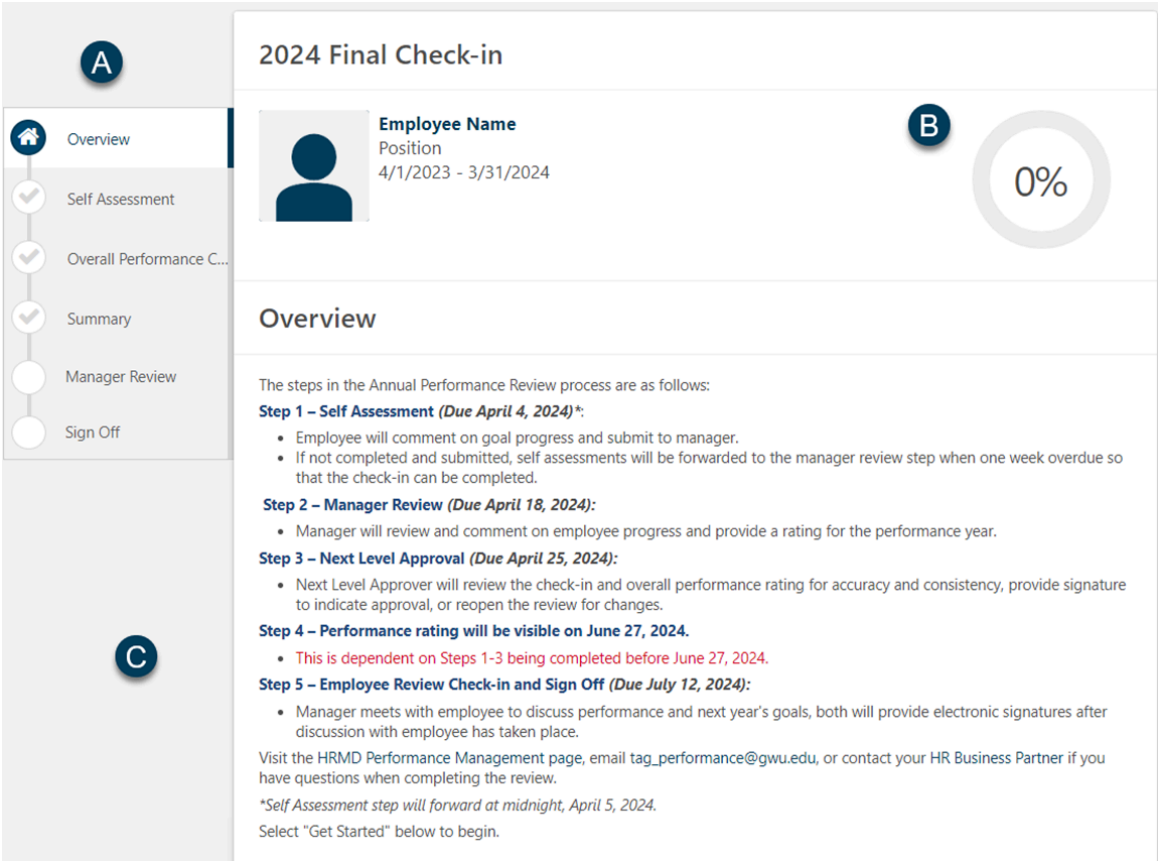


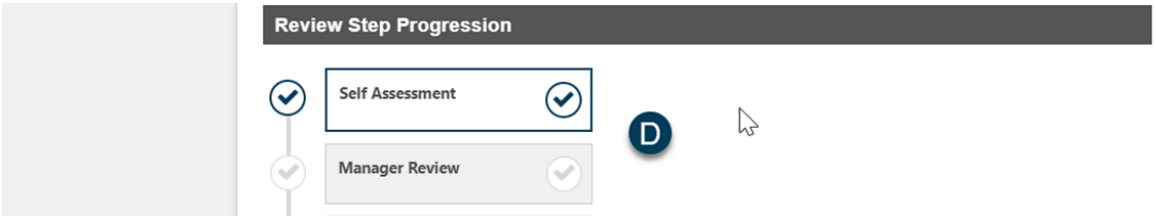
3. Select the "**Complete Final Check-in**" to start the Self Assessment.



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 is a lot to unpack on this page. Key sections have been assigned letters and expanded on below the image.

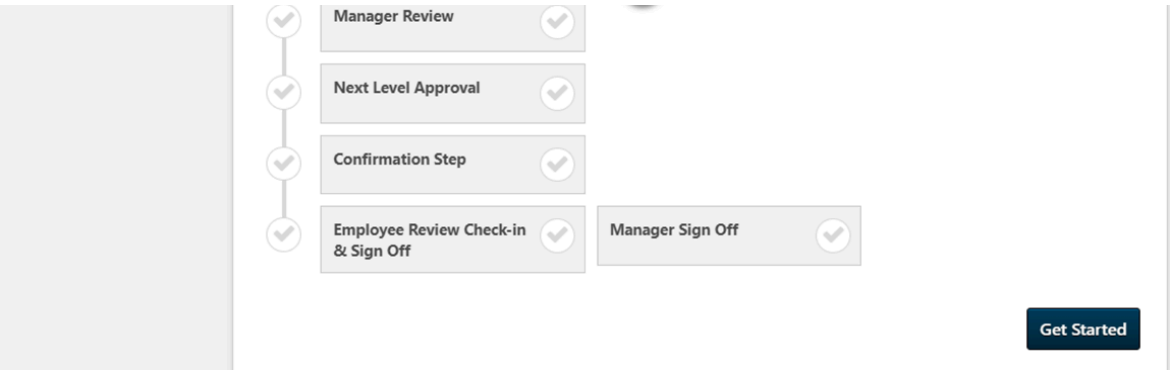




   A. Review Sections: This shows the different sections of the final check-in. A gray check mark indicates what needs to be completed, a blue checkmark indicates a section that has been completed or is in-progress, and white circles indicate future steps to be taken later in the review process.

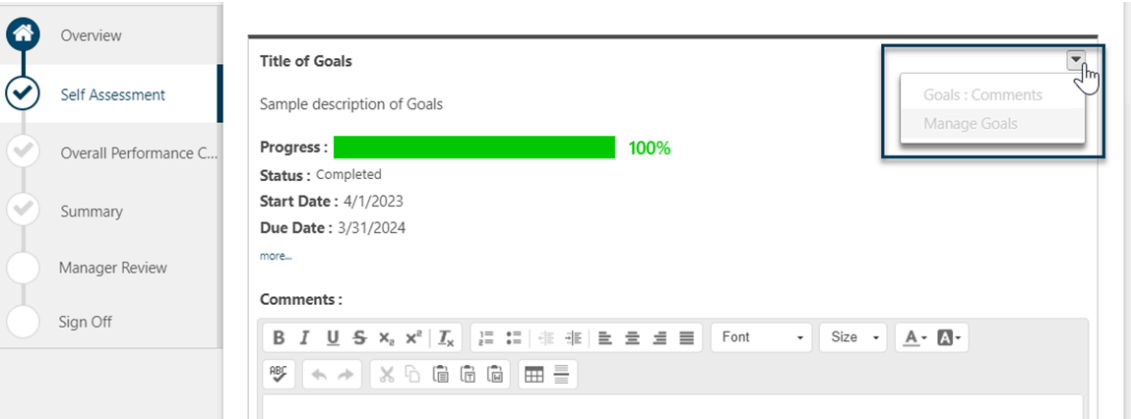
B. Progress Wheel: The percent shown in the progress wheel will increase as sections of the check-in are completed. The system will only allow reviews to be submitted if the progress wheel is at 100%.
C. Overview Instructions: Directions and due dates for the performance cycle. For additional information and resources, check the [HRMD Performance Management Page]
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.

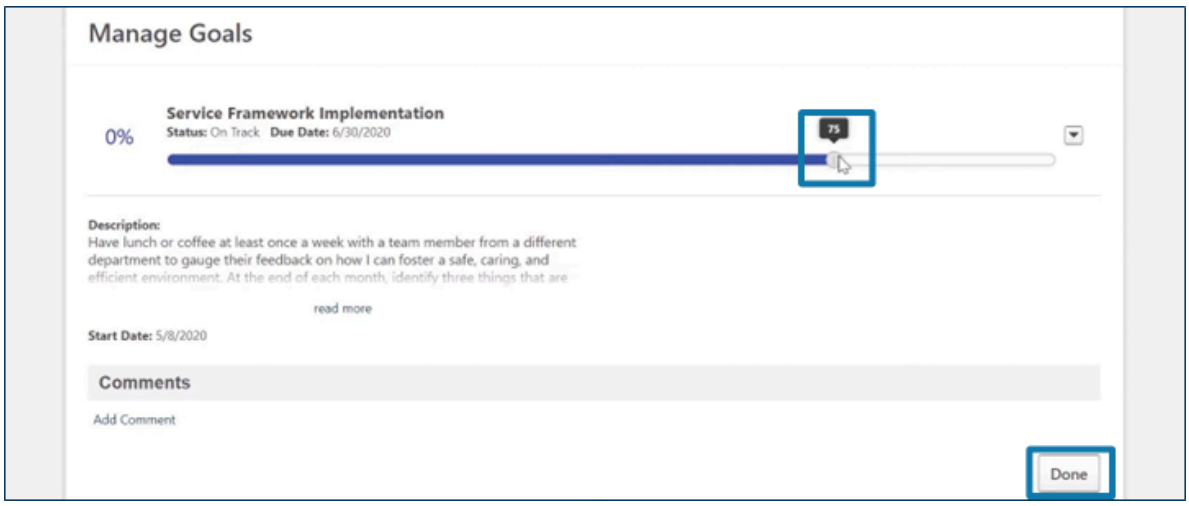


6. Before entering comments, ensure that your goal progress percentage accurately reflects your accomplishments. If they do not, click on the small drop down arrow and then click on "**Manage Goals**". If they do, skip ahead to step 8.

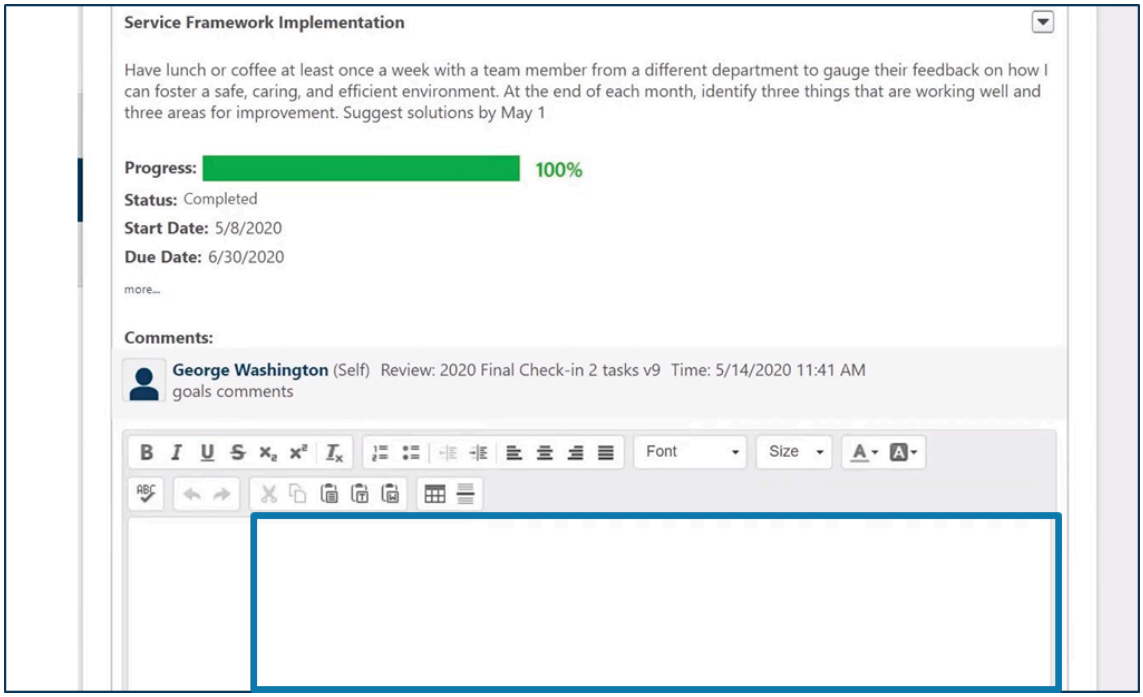
   Note: Only goals approved by your manager will be shown here.



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.

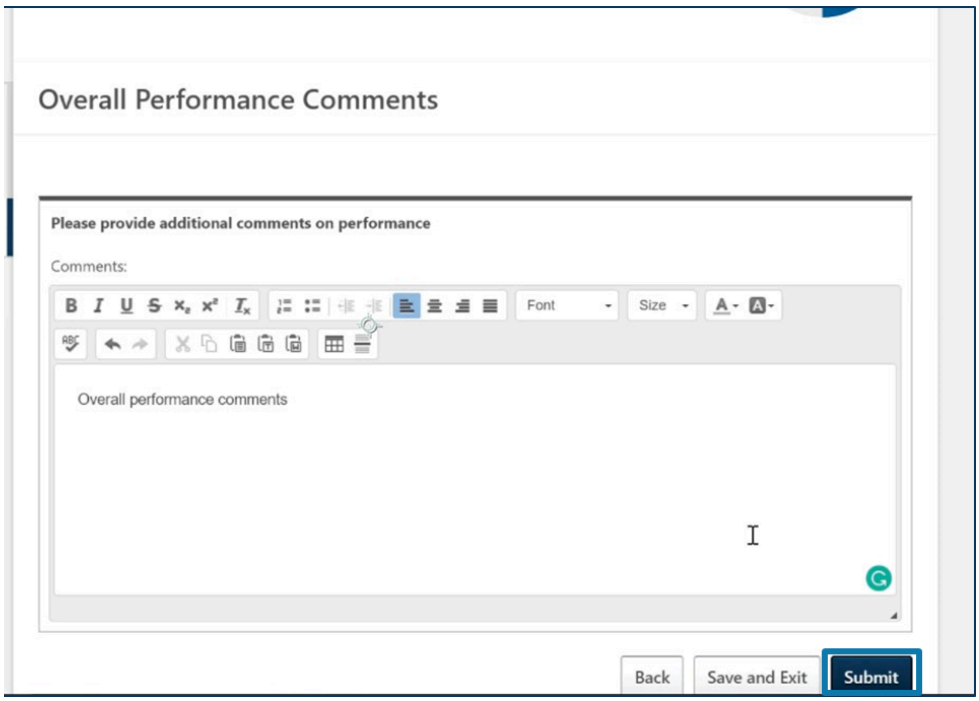


9. Once back on the check-in page, add comments that reflect what you’ve been able to accomplish this performance cycle. Also, mention areas of development. These comments should only be a few sentences.

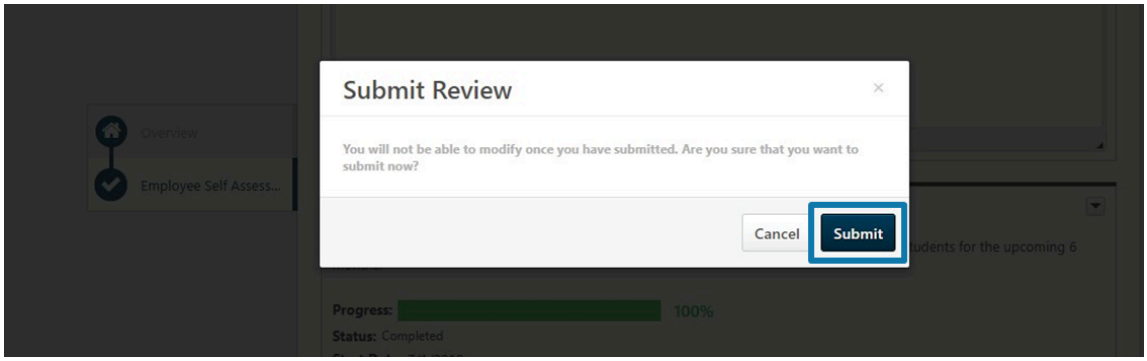


10. Select “**Save and Continue**” after comments have been added for each goal.

11. Add comments about your overall performance. Anything of note that is not appropriate for the goal comments can also go here.



12. Select “Submit” to Submit your review to your manager.



Note: The task will be visible on the “Performance Review” section of the performance tab until all steps have been completed.

13. Once ratings are released, employees will return to the performance review task to complete the “**Employee Check-in & Sign Off**” step with their manager.