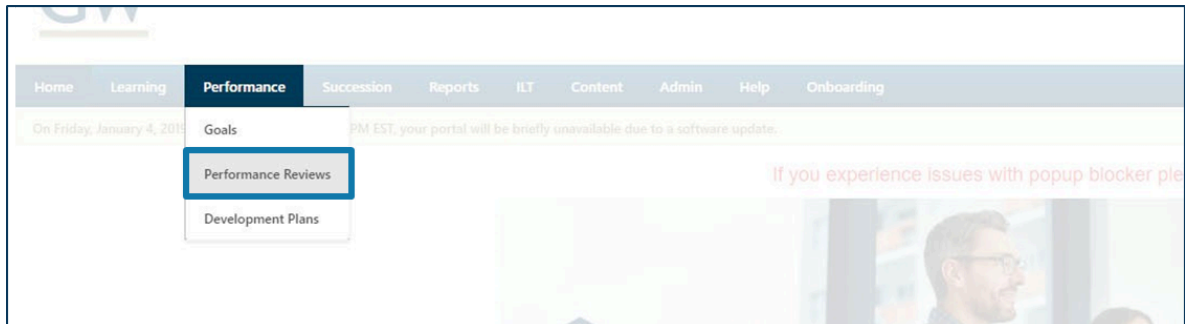




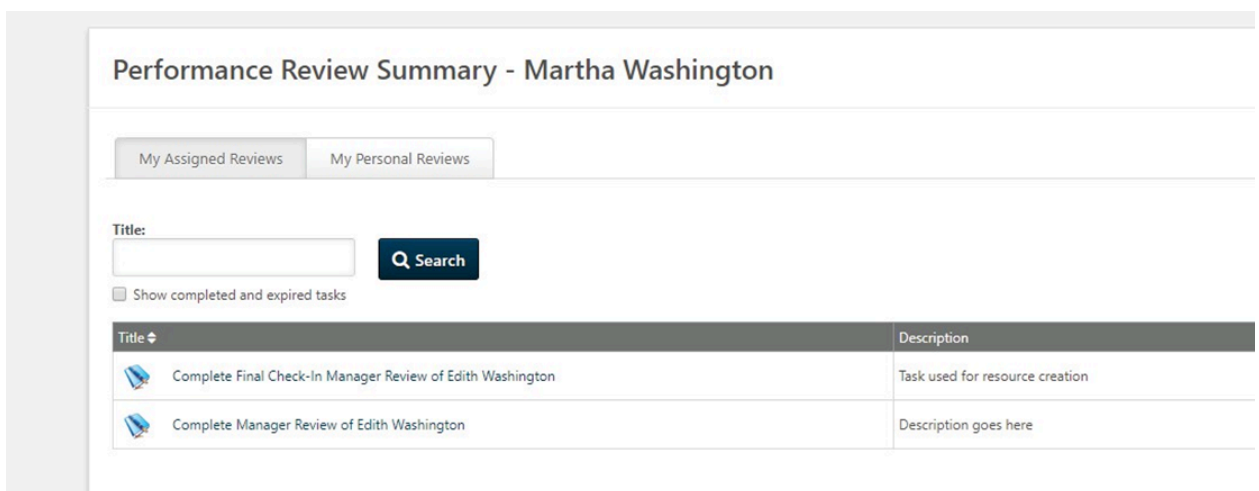
# Final Check-in Manager Review Guide

1. To begin, navigate to [go.gwu.edu/talentatgw](https://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**” link for your direct report to begin the Manager Review.



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

**A**

2024 Final Check-in

Employee Name  
Position  
4/1/2023 - 3/31/2024

**B** 0%

**C**

### Overview

The steps in the Annual Performance Review process are as follows:

**Step 1 – Self Assessment (Due April 4, 2024)\*:**

- Employee will comment on goal progress and submit to manager.
- If not completed and submitted, self assessments will be forwarded to the manager review step when one week overdue so that the check-in can be completed.

**Step 2 – Manager Review (Due April 18, 2024):**

- Manager will review and comment on employee progress and provide a rating for the performance year.

**Step 3 – Next Level Approval (Due April 25, 2024):**

- Next Level Approver will review the check-in and overall performance rating for accuracy and consistency, provide signature to indicate approval, or reopen the review for changes.

**Step 4 – Performance rating will be visible on June 27, 2024.**

- This is dependent on Steps 1-3 being completed before June 27, 2024.

**Step 5 – Employee Review Check-in and Sign Off (Due July 12, 2024):**

- Manager meets with employee to discuss performance and next year's goals, both will provide electronic signatures after discussion with employee has taken place.

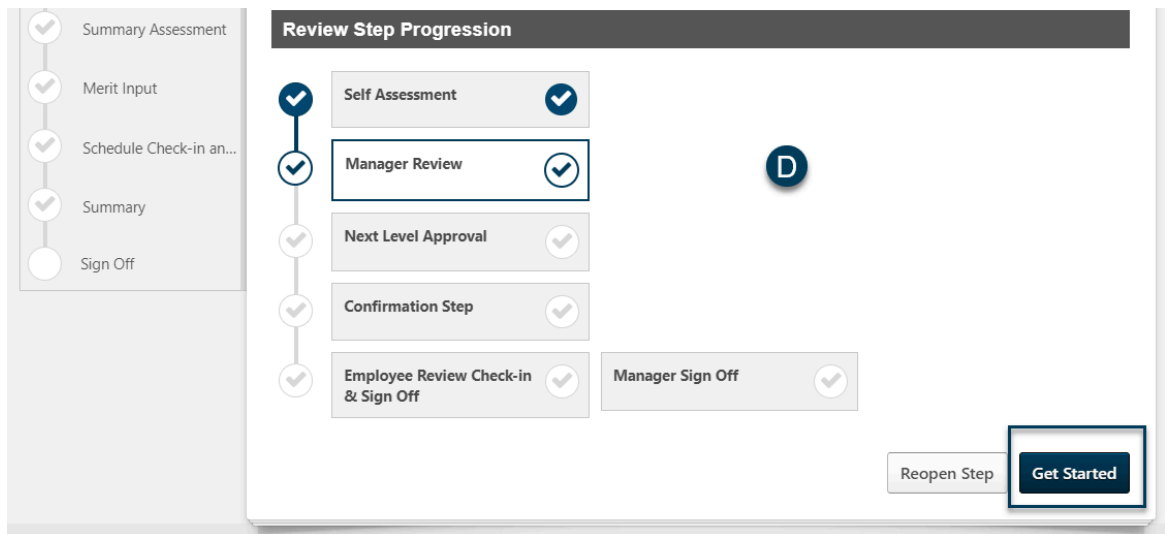
Visit the HRMD Performance Management page, email [tag\\_performance@gwu.edu](mailto:tag_performance@gwu.edu), or contact your HR Business Partner if you have questions when completing the review.

\*Self Assessment step will forward at midnight, April 5, 2024.  
Select "Get Started" below to begin.

- 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](#)

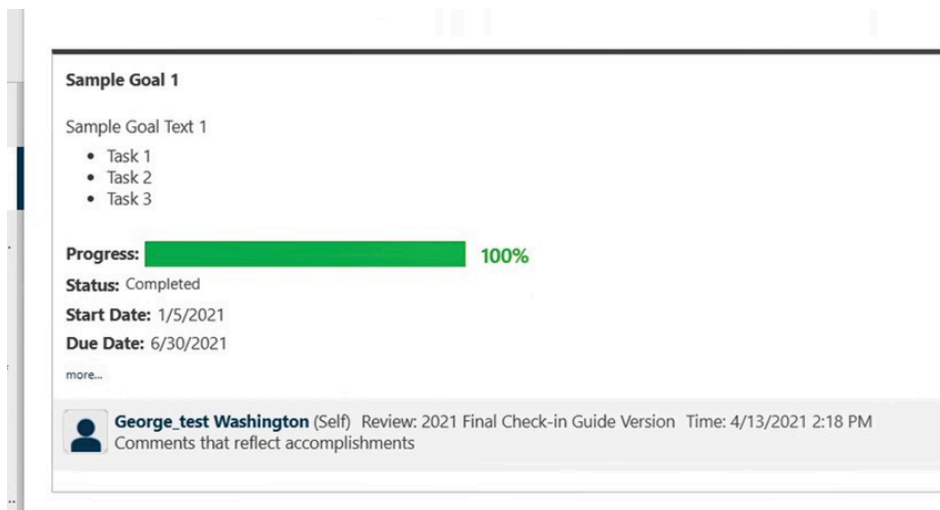
D. Review Step Progression: This shows where the review currently is in the process. The review process is broken up into steps based on whose turn it is to enter information. This is the first step where the employee comments on their goal progress.

5. Scroll to the bottom and select **“Get Started”** to begin your part of the check-in.

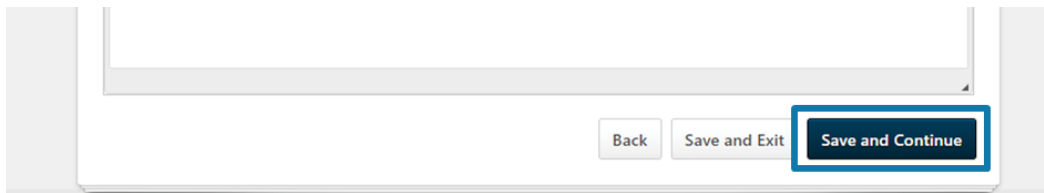


6. Managers will view their direct report's goals and comments. Managers will be able to provide their input in the **“Overall Performance”** section in a subsequent step.

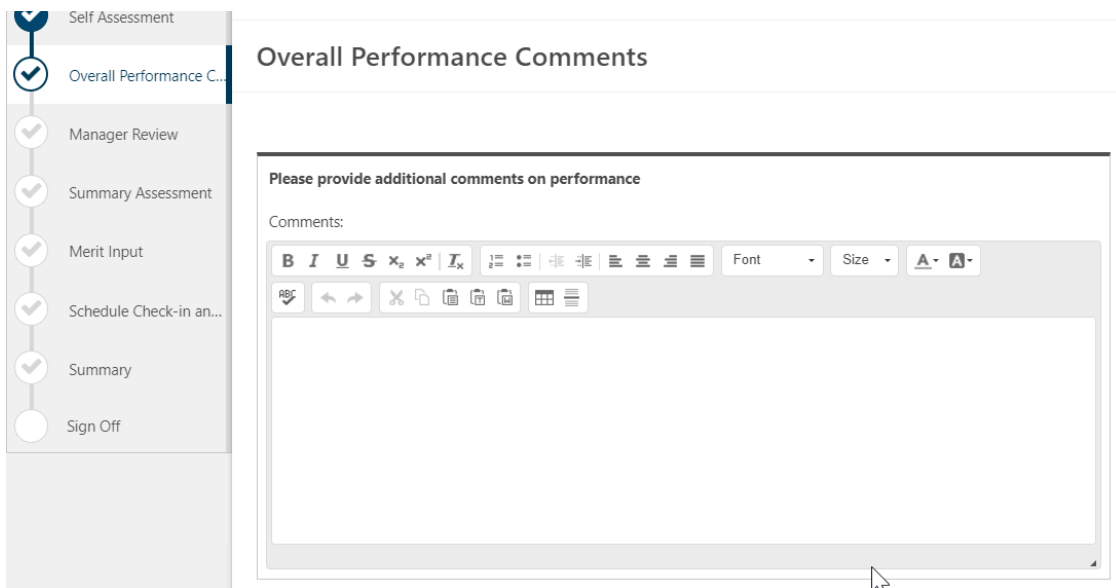
Note: Only goals that have been approved by the employee's manager will be shown here.



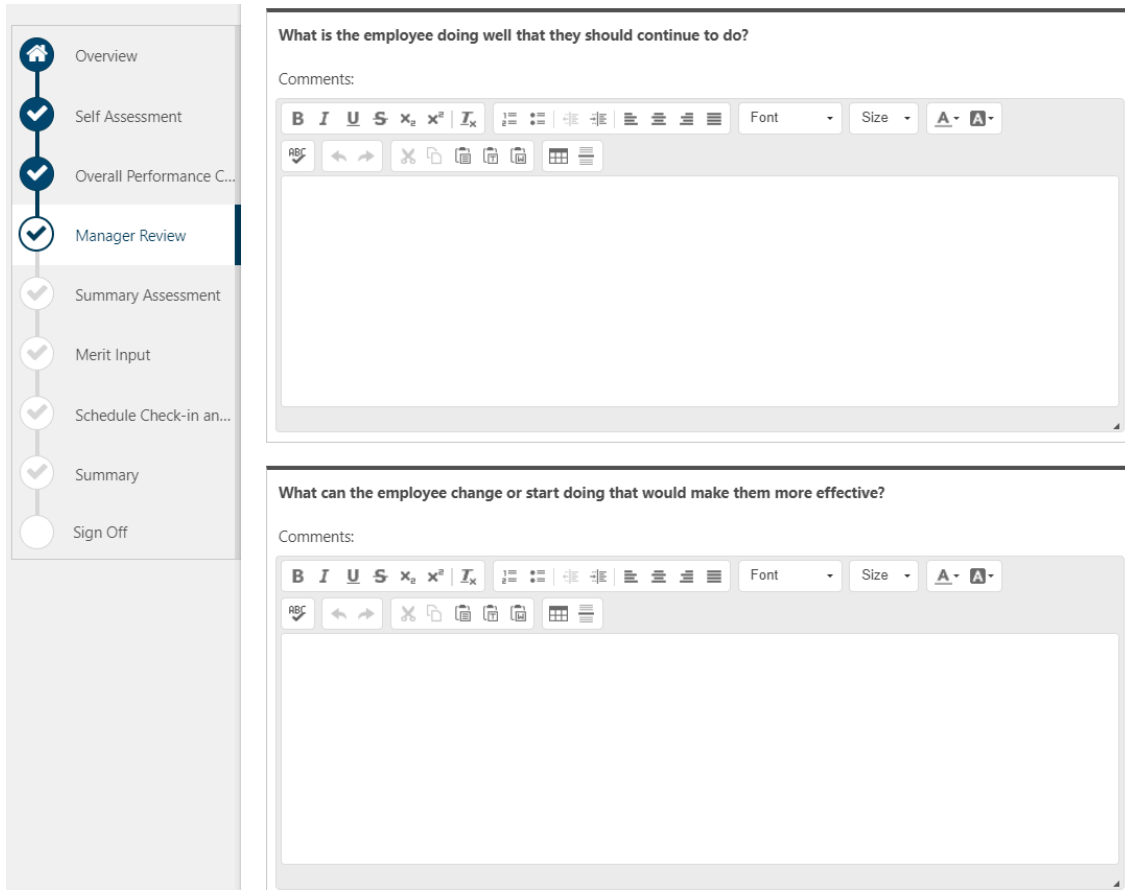
7. Select **“Save and Continue”** at the bottom of the page after you have viewed each of the goal comments.



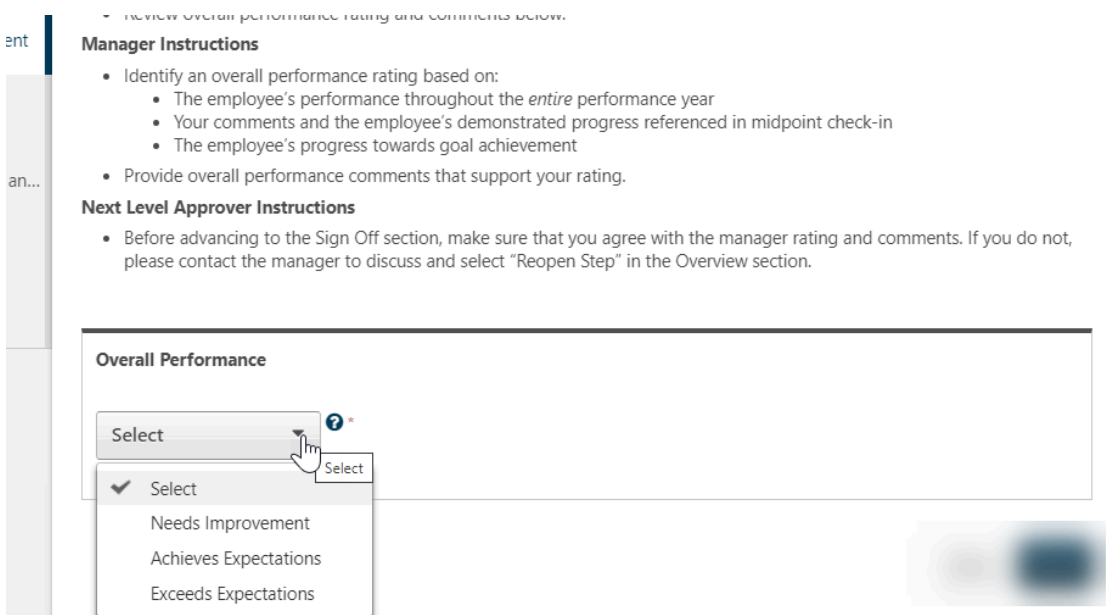
8. Add comments about your direct report’s overall performance. Anything of note that is not appropriate for goal comments can also go here. Select **“Save and Continue”**.



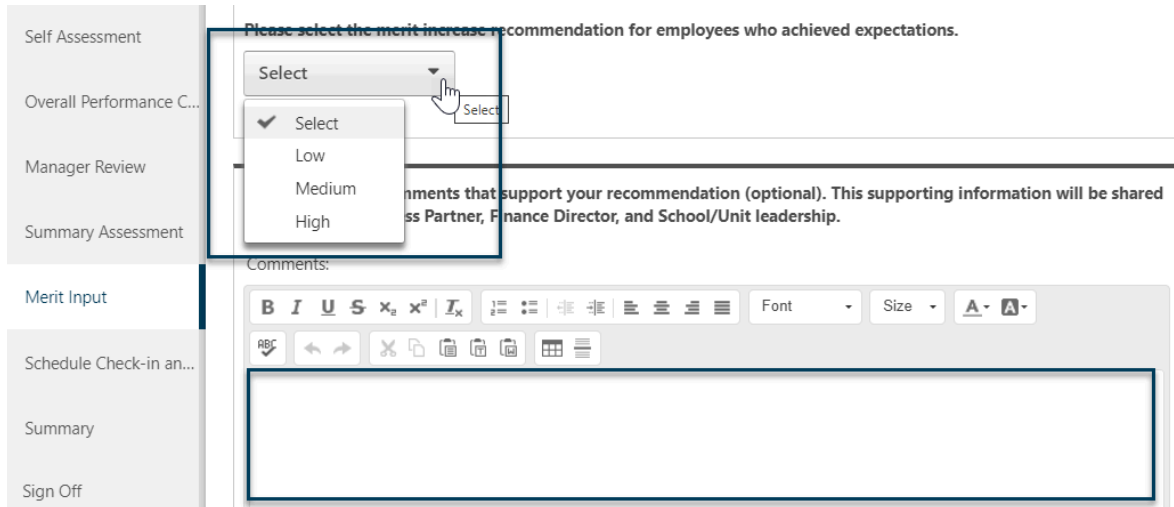
9. On the next page you will be asked to summarize what the employee is doing well and what they can change to be more effective. Your remarks should only be a few sentences. Once finished select **“Save and Continue”**.



10. Select the **“Overall Performance”** drop down menu to select a rating. Then select **“Save and Continue”**.



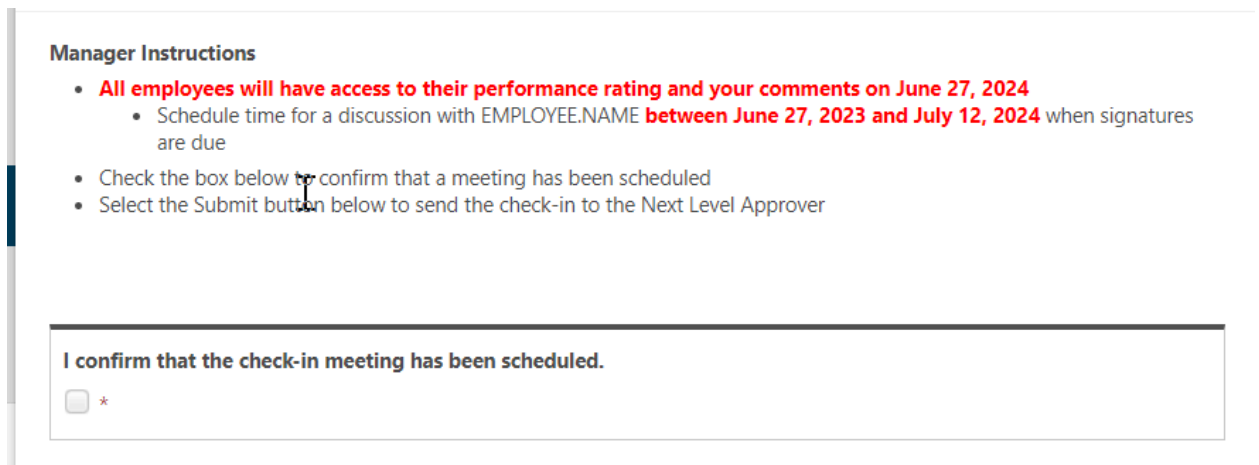
11. On this page you have an opportunity to provide merit input for your employee. This is most useful when you want to distinguish better performers who have earned the same rating. Select the drop-down menu and select a percentage range. Include comments to support your rating choice. Select **“Save and Continue”**.



The screenshot shows a web interface for providing merit input. On the left is a navigation menu with items: Self Assessment, Overall Performance C..., Manager Review, Summary Assessment, Merit Input (highlighted), Schedule Check-in an..., Summary, and Sign Off. The main content area has a heading: "Please select the merit increase recommendation for employees who achieved expectations." Below this is a dropdown menu currently set to "Select". A mouse cursor is clicking on the dropdown, which has opened to show options: "Select" (with a checkmark), "Low", "Medium", and "High". Below the dropdown is a text area for comments with the prompt: "Comments that support your recommendation (optional). This supporting information will be shared with your Partner, Finance Director, and School/Unit leadership." Below the comments area is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, font color, and background color. Below the toolbar is a large empty text box for entering comments.

12. Finally, schedule a time to meet with your direct report to discuss the check-in. Select the checkbox after holding a time on your calendar.

Note: Managers will see a **“Summary”** section of the review prior to submitting. This section is not visible to employees until the ratings release date.

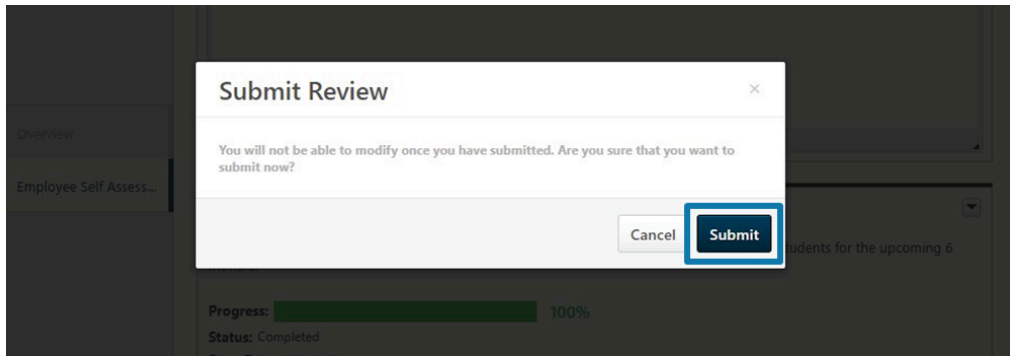


The screenshot shows a section titled "Manager Instructions" with the following bullet points:

- **All employees will have access to their performance rating and your comments on June 27, 2024**
  - Schedule time for a discussion with EMPLOYEE.NAME **between June 27, 2023 and July 12, 2024** 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 statement: "I confirm that the check-in meeting has been scheduled." To the left of this statement is an unchecked checkbox followed by an asterisk (\*).

13. Once finished with the review select **“Submit”**.



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

14. Once ratings are released, managers will return to the performance review task to complete the **“Manager Sign Off”** after performance conversations with the employee have taken place.