



This guide contains instructions on accessing the Manager Review in Talent@GW. Managers are assigned the IEP task 75 days after the employee's IEP starts. The manager will receive an email notification when the task has been assigned. Please contact [tag\\_performance@gwu.edu](mailto:tag_performance@gwu.edu) should you need assistance.

## Accessing the IEP Performance Review

1. From the Talent@GW homepage, go to **Performance** then **Performance Review** from the navigation bar.
2. Select the IEP task for the direct report you wish to review.
3. Read the directions in the **Overview** section. Select **Get Started** to proceed with the review.

**Overview**

The steps in the Introductory Employment Period (IEP) process are as follows:

1. Your employee has reached the 75th day of their new role. You will:
  - Give overall comments about the employee's performance.
  - Determine whether the employee has successfully completed the IEP.
  - Submit the IEP review.
2. You should complete this review within 15 days, so it is completed by the time the employee has reached 90 days in their new role.
3. Once submitted the IEP review will go to the Next Level Approver for sign off.

Please contact your **HR Business Partner** if you have any questions.  
Select "Get Started" below to begin.

**Review Step Progression**

- IEP Manager Comments (Due: 10/23/2022)
- IEP Next Level Approval
- IEP Determination
- IEP Sign Off

**Get Started**

4. Provide comments on the employee's performance during the Introductory Employment Period. Select **Save and Exit** to save comments and return the review later, or **Save and Continue** to move forward to the next section.

Overview

IEP Manager Comments

IEP Summary Assessm...

IEP Sign Off

## IEP Manager Comments

**Manager Instructions**

- Evaluate the employee's overall performance.

Review employee and provide comments on performance.

Comments: \*

Rich text editor toolbar: B, I, U, S, x<sub>2</sub>, x<sup>2</sup>, I<sub>x</sub>, list, link, unlink, table, Font, Size, A, A.

Buttons: Back, Save and Exit, Save and Continue

5. Assign an IEP Rating to the employee. (**Save and Exit** to save progress or **Save and Continue** to move forward to the next section).

Overview

IEP Manager Comments

IEP Summary Assessm...

IEP Sign Off

George\_test Washington  
8/3/2022 - 11/1/2022

33%

## IEP Summary Assessment

**Manager Instructions**

- Identify an overall performance rating based on the employee's performance throughout the *entire* Introductory Employment Period (IEP).

IEP Determination

Successfully Com... ? \*

- Select
- Did Not Successfully Complete IEP
- ✓ Successfully Completed IEP

Buttons: Back, Save and Exit, Save and Continue

6. Sign Off on the IEP Performance Task and Submit the Review. Confirm your submission to complete the review.

**Manager Instructions:** Submit your electronic signature to acknowledge to confirm your comments and rating for the IEP. **After you sign, select the Submit button at the bottom of the page to complete the process.**

**Next Level Approver Instructions:** Submit your electronic signature to confirm you have reviewed the comments and rating and are in agreement. **After you sign, select the Submit button at the bottom of the page to complete the process.**

Self  
Pending Signature

Manager  
MWashington Date: 10/17/2022 **Redo**

Indirect Manager  
Pending Signature

**Comment**

**B I U S I<sub>x</sub>** [Rich Text Editor Icons]

Back Save and Exit **Submit**

7. The following screen will appear if the review was successfully submitted.

Introductory Employment Period (IEP) Review  
HRBP Demo 10.20.22

Options ▾

George\_test Washington  
8/6/2022 - 11/4/2022

100%

*The IEP determination was submitted successfully.*

8. The task will now go to the **Next Level Approver** step. The Next Level Approver has the ability to send the review back to the manager if additional comments are needed.