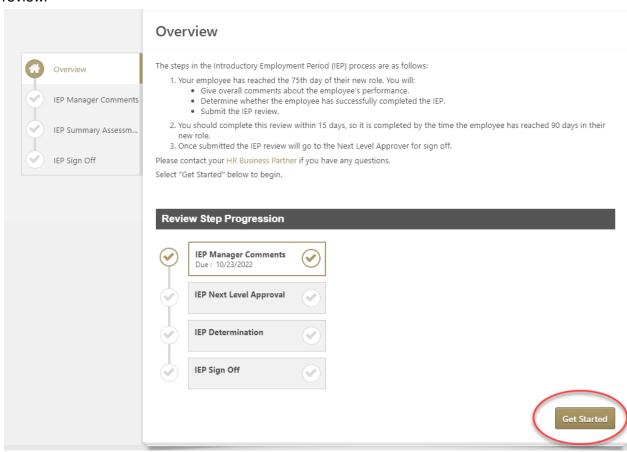


TALENT Introductory Employment @GW Period: Manager Review Step

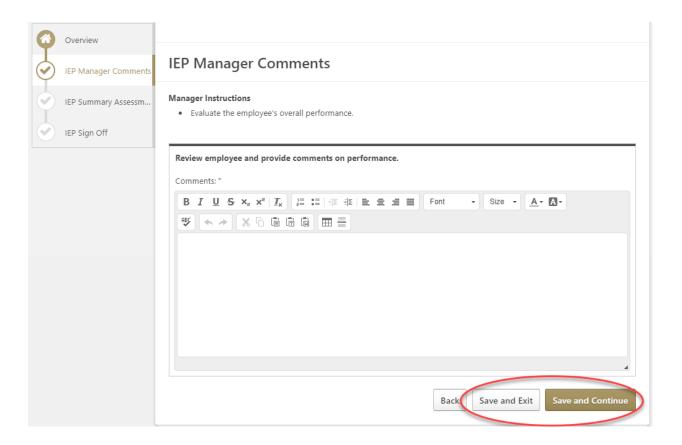
This guide contains instructions on accessing the Manager Review in Talent@GW. Managers are assigned the IEP task 75 days after the employee's IEP starts. The manager will receive an email notification when the task has been assigned. Please contact tag_performance@gwu.edu should you need assistance.

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.
- Read the directions in the Overview section. Select Get Started to proceed with the review.



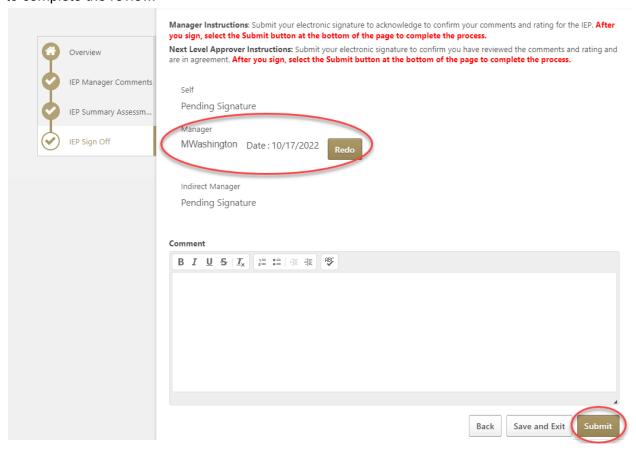
4. Provide comments on the employee's performance during the Introductory Employment Period. Select Save and Exit to save comments and return the review later, or Save and Continue to move forward to the next section.



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).



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



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



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.