



VCU

Talent @VCU

Talent@VCU User Guide – Employee Sign-Off

The final step of the annual performance review is a face-to-face discussion between the manager and employee followed by the employee sign-off.

Accessing the Employee Sign-Off Step:

From the **Talent@VCU Welcome Page**


1. Click **Complete Annual Review step**.

My Action Items	
	Due Date
Complete 2018-2019 Annual Review step	1/17/2020


From the **Annual Review homepage**:

2. Click **Options, Print Review** for a PDF copy of your review (including your and your manager's comments and ratings).
3. Click **Options, Attachments** to view any attachments associated with the performance review.
4. Click **Get Started** to review your and your manager's comments and ratings in the Talent@VCU system and to sign-off on the review.

Complete 2018-2019 Annual Review step Options ▾



Employee Name
Job Code Title
10/1/2018 - 12/31/2019



80%

Overview

The annual review is an opportunity for managers and employees to have a formal check-in and document progress at the end of a performance cycle. The annual review includes the following sections to be completed by both the employee and the manager:

1. SMART Performance Goals: A rating for each of the employee's SMART performance goals.
2. VCU Core Competencies: A rating for each core competency.
3. Overall Narrative and Rating: A narrative review of strengths and opportunities for growth and an overall rating that considers both SMART performance goals and competencies.
4. Sign off: Manager and employee sign off occurs after they meet to discuss annual review results.

Click this [link](#) to access user guides on how to complete the annual review.
For more information about the annual review process, please visit [inside HR](#).

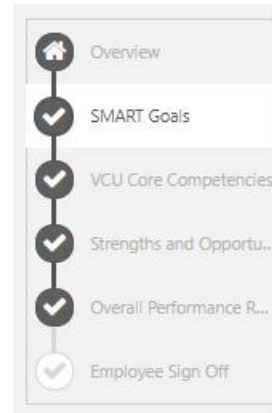
Review Step Progression

- ✓ Self Review ✓
- ✓ Manager Review ✓
- ✓ Reviewer Sign Off ✓
- ✓ HR Professional Sign Off ✓
- ✓ Manager Sign Off ✓
- ✓ Employee Sign Off ✓
Due: 10/13/2019

Get Started

Final Review of Employee & Manager Ratings/Comments

5. Use the **left-hand menu** to navigate through the review or click the **Next** button at the bottom of each page.

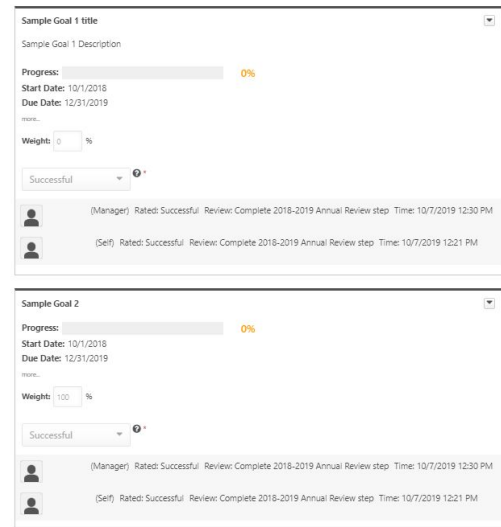


6. Take time review all of the comments and ratings you and your manager entered for each section:

- SMART Goal
- VCU Core Competency
- Comprehensive Rating

SMART Goals

Provide a rating for each SMART performance goal.



Back Exit Next

Employee Sign-Off

After meeting with your manager and discussing the review you are ready to sign-off on the review.

7. Enter your name and click **Sign**.
8. Enter comments if necessary.
9. Follow the instructions on the page if you wish to appeal your annual review.
10. Click **Save and Exit** to save your work and return to it later. Click **Submit** when you are finished.
11. Click **Submit** in the pop-up window to confirm submission.

Employee Sign Off

Please sign off on your annual review.

If you decline to sign your performance evaluation, please contact your HR Professional to discuss further. You may also contact VCU Human Resources Employee Relations, to discuss annual review appeal options. VCU Employee Relations can be contacted at 828-1510 or emprel@vcu.edu.

Employee
First and last name **Sign**
 Decline to sign

Comment

B I U S L

Back Save as Draft and Exit Submit