Keep in mind

- You can either get feedback on yourself or give feedback to other employees.
- Other employees may deny your requests for feedback. Feedback requests are never mandatory.
- Unless you check the “Share feedback with employee only” button, your manager will be able to see any feedback you receive.

Information Needed to Get Feedback

- The name of the employee from whom you are requesting feedback
- At least one specific question or request

Information Needed to Give Feedback

- The name of the employee to whom you are sending feedback
- At least one specific piece of feedback

Steps:

Get Feedback on Self

1. From your Workday home page, click on the Performance worklet.

2. Under Actions on the right-hand side of the screen, click on the button that says Get Feedback on Self.
3. On the next screen, search for the employee you want to ask in the **Who do you want to ask?** field. If you do not want their name attached to this feedback in the future, uncheck the **Show who gave this feedback?** box.

4. If you do not want your manager to see this feedback, check the **Share feedback with employee only** box. This feedback will be marked as “Private” on your record.

5. In the **Question** text box, enter the question or item on which you would like feedback. You can add additional questions by clicking the **Add** button.

6. When you are finished, click **Submit** to send your feedback request to the selected employee.
Give Requested Feedback

1. If someone has requested feedback from you, you will see a task in your Workday inbox. Click on the cloud icon in the upper right-hand corner of your screen to open your Inbox, and click on the task titled “Give Feedback: [Employee Name]” to complete it.

![Give Feedback](image_url)

2. In the Feedback text box, please respond to the question or request sent by the other employee.

3. If you would like to decline the request for feedback, check the Decline box. You may also enter a Reason.

4. When you are finished, click [Submit] to complete the feedback request.
Give Ad Hoc Feedback

1. In the search bar in the upper left-hand corner of the screen, search for “Give Feedback.”

2. Under Tasks and Reports, select Give Feedback.

3. Search for the employee about whom you want to give feedback in the Employee field and click OK.
4. If you would like your feedback to be anonymous, uncheck the Show my name box.

5. If you would like to give feedback that only the employee’s managers can see, check the Hide the feedback from the employee box. This feedback will be marked as “Confidential” on their record. If you would like to give feedback that the employee’s managers cannot see, check the Share this feedback with the employee only box. This feedback will be marked as “Private” on their record. If you would like your feedback to be seen by both the employee and their manager, uncheck both boxes.

6. Enter your feedback or comments in the What is your comment? text box.
7. If you would like to send the employee a badge, please select one from the **Give a badge** drop-down. The options are:

   - Achievement
   - Innovation
   - Leadership
   - Problem Solving
   - Teamwork

8. When you are finished, click **Submit** to send your feedback.