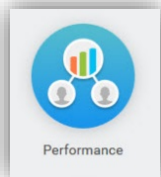


Quick Reference Guide: *Feedback***Keep in mind**

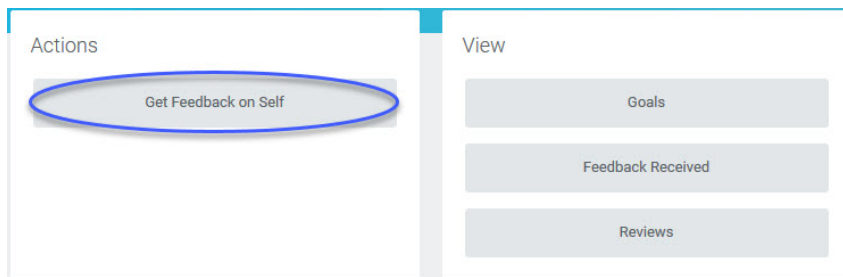
- You can either get feedback on yourself or give feedback to other employees.
- Other employees may deny your requests for feedback. Feedback requests are never mandatory.
- Unless you check the “Share feedback with employee only” button, your manager will be able to see any feedback you receive.

**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**.

**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

Quick Reference Guide: *Feedback*

Get Feedback Actions

Who do you want to ask? \*

Privacy

Show who gave the feedback?

Share feedback with employee only

Questions

Question \* Format B I U A ☰ 🔗

Remove

Add

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 [Employee Name] Actions

Requested by: [Employee Name]

Question Test question for Get Feedback

Feedback Normal B I U A [Color] [Background Color] [Bulleted List] [Link] [Unlink]

Decline?

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**.

← Give Feedback Actions

Privacy

Show my name


Hide the feedback from the employee

Share feedback with employee only

What is your comment? \* Normal B I U A ☰ 🔗 ↶↷

Give a badge select one ▼

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  to send your feedback.