

Quick Reference Guide: *Get Feedback on Employee***Keep in mind**

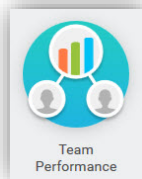
- Employees may deny your requests for feedback. Feedback requests are never mandatory.
- Unless you check the “Hide the feedback from the employee” button, your employee will be able to see any feedback they receive.
- Your manager will always be able to see the feedback you request for your direct reports.

Information Needed

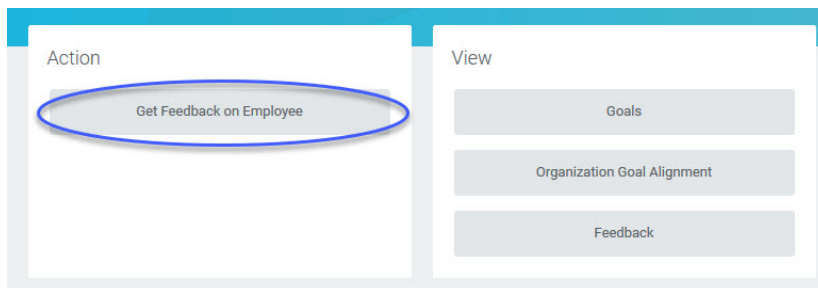
- The name of the employee from whom you are requesting feedback
- The name of the employee for whom you are requesting feedback
- At least one specific question or request

Steps:

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



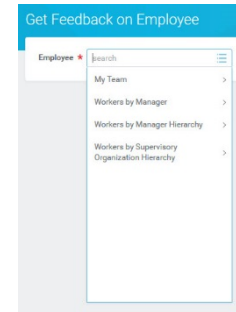
2. Under **Actions** on the right-hand side of the screen, click on the button that says **Get Feedback on Employee**.



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3. Use the **Employee** field to select the direct report about whom you are requesting feedback. You can either search for their name by typing in the field and pressing Enter, or you can use the selections in the drop-down menu (right) to browse through all of your direct reports.

4. Click 



5. 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.

6. If you do not want your employee to see this feedback, check the **Hide the feedback from the employee** box. This feedback will be marked as “Confidential” on their record.

7. 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.

8. When you are finished, click  to send your feedback request to the selected employee.