

Overview

Current manager of a transferred/promoted team member uses this job aid to get feedback from employee’s former manager regarding former employee’s performance, accomplishments, and areas for potential development.

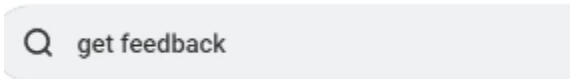
Get Feedback

Navigate to Workday via MyMC to your dashboard.

1. Click the “Search’ field.



2. Type “get feedback”



3. Click the “Worker” field.

Get Feedback on Worker



4. Type employee name. Enter.

5. Click OK.



6. Click the “Who do you want to request feedback from?” field.



7. Type former manager’s name. Enter.

8. Click the “Feedback Template” field.

Feedback Sharing

- Don't share with Astrid Correa-Abdullah
- Share with others

Questions



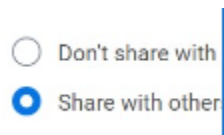
Manage Team Goals

Workday Job Aid for Get Feedback by Former Manager

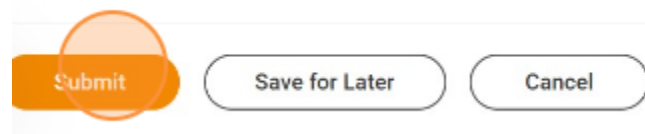
9. Click the radio button “Performance Review Feedback Template for Transferred Employees.”



10. Ensure the “Share with other” radio button is selected.



11. Click submit.



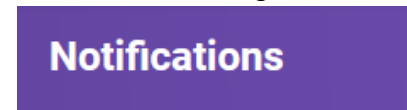
12. Get feedback is sent to new manager.

Feedback Notification

1. View feedback from former manager by clicking on the “bell” found at the top right-hand corner of dashboard.



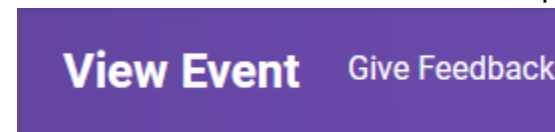
2. From the Notifications page, find the Give Feedback from the former manager.



3. Click on Details: Give Feedback link.



4. Find feedback below the View Event page.



5. Click MC at top left-side of page to leave View Event page.

Manage Team Goals

Workday Job Aid for Get Feedback by Former Manager

