

Overview

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

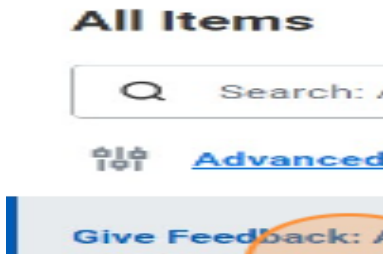
Give Feedback

Navigate to Workday via MyMC to your dashboard.

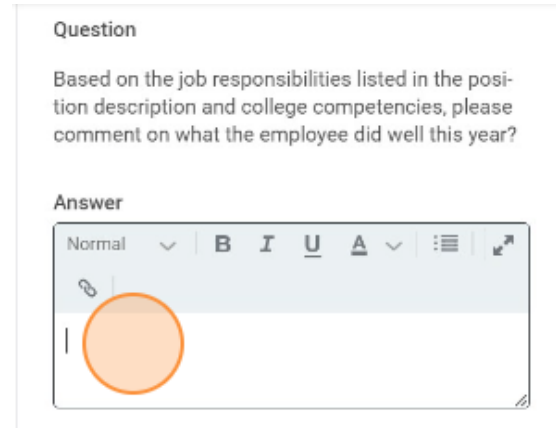
1. A task “Give Feedback” can be found in your Awaiting Action or in the task envelope found at the top-right hand corner.



2. Click on the task.



3. Enter responses in each of the “Answer” field.



4. Click “Save for Later” if unable to complete in one attempt.



- a. Return when you are able to complete the feedback.
- b. Navigate to the task following Step 1.

5. Click Submit when the feedback is completed. .



Manage Team Goals

Workday Job Aid Give Feedback by Former Manager

6. A pop-up window states: **Success! Event Submitted**

- Don't share with
- Share with other