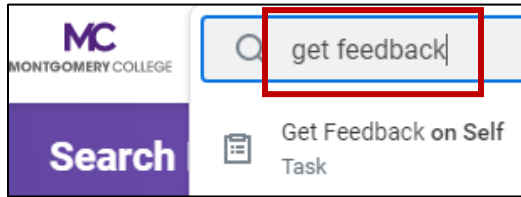


Overview

Use this job aid as a resource to request feedback from other workers and how to provide feedback. All workers have the ability to request feedback on self. Managers have the additional ability to request feedback on direct reports. Feedback visibility depends on selections made when giving feedback, please see notes in each section of this job aid to determine who can view feedback.

Get Feedback on Yourself

1. In the Workday search bar, type “Get Feedback on Self” and click the task.



2. Click **From Workers** menu to search by **Suggested Workers**, **Workers by Manager**, and **Workers by Location**. Select an employee.
3. For **Show names of workers who gave feedback**, check **Yes**.
4. For **Feedback Sharing**, select **Share with me** or **Share with others** using the table below.

<i>If...</i>	<i>Then...</i>
The feedback should be shared with you (visible to you and the feedback provider)	Select Share with me .
The feedback can be shared with others (visible to you, your manager and manager’s management chain, the feedback provider)	Select Share with others .

5. For Questions, click the **Feedback Template** menu to select an option. Questions for Feedback Template coming soon.
6. Click **Add** to type a question(s). Click **Remove** to delete a question.
7. Click **Submit** for submission, **Save for Later** to return to the form at a later time, or **Cancel** to leave without saving the form.

Note: The task routes to the requested worker for completion in their Workday Inbox. Once the feedback is completed by the requested worker, you will receive a notification of feedback. The feedback is visible on your worker profile.

Give Requested Feedback

When a worker requests feedback from you, the **Give Feedback** task appears in your Workday Inbox.

1. Located and select the **Give Feedback** task from your Workday inbox.
2. Enter a response for each question.

Note: To decline answering a question, select **Decline**. To decline all questions, click **Decline All** at the bottom of the page. If all questions are declined, a window displays which prompts you to enter a reason. Enter the reason and click **Submit**. The requester gets a notification that the feedback request was declined.

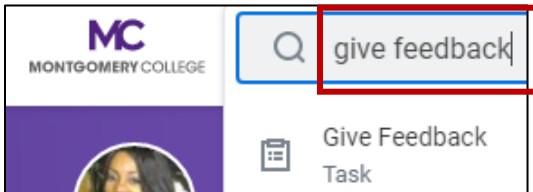
3. There was not a second submit.

Note: The feedback is visible on the worker’s profile.

Give Feedback Ad Hoc

Follow the steps to give feedback to an employee without the employee requesting it from you. Feedback is a professional way to give others encouragement, praise, and ongoing performance feedback.

1. In the Workday search bar, type **Give Feedback** and click the task.



2. Click the **Workers** menu to search by **Suggested Workers**, **Workers by Manager**, and **Workers by Location**. Select an employee.
3. Click **OK**.
4. The **Give Feedback** screen appears. The **Give Feedback** to shows the employee you selected. The **Show my name** field is selected by default. If you want to submit anonymous feedback, uncheck the box.
5. For **Feedback Sharing**, use the table below to select an option.

<i>If...</i>	<i>Then...</i>
The feedback should <i>not</i> be shared with the worker	Select Don't share with <worker name>.
The feedback can be shared with the worker (visible to you and the worker)	Select Share with <worker name>.
The feedback can be shared with the worker and their manager (visible to you, the worker, and the worker's manager and manager's management chain.)	Select Share with others .

6. Under Details, enter your **Feedback**.
7. Select a Badge (optional).

Give and Receive Feedback

Workday Job Aid for Contingent Workers and Employees

8. Click **Submit** for submission, **Save for Later** to return to the form at a later time, or **Cancel** to leave without saving the form.

View Feedback

View Feedback you have received on your profile and feedback you have given to others.

View Feedback you have Received

1. Navigate to your **Worker Profile**.
2. Click **Performance** from the left sidebar.
3. At the top menu, select **Feedback Received** to see feedback that you have received from others.

View Feedback you have Given to Others

1. Navigate to the applicable **Worker's Profile**.
2. Click **Performance** from the left sidebar.
3. At the top menu, select **Feedback Given** to see feedback that you have given to others.