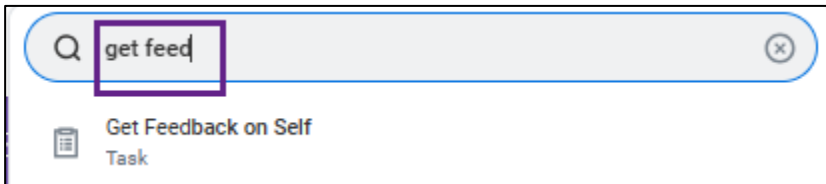


Overview

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. Type and search the name of the worker in the **Who do you want to request feedback from?** field that you want to receive the feedback from.
3. Select the **Make Feedback Anonymous** box if you want the feedback to be provided anonymously.
4. For **Feedback Sharing**, select **Share with me** or **Share with others** using the table below.

If...	Then...
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**, enter the Question that you want to ask.
6. Click **Add** to type in another 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 My Tasks. 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 My Tasks.

1. Locate and select the **Give Feedback** task from your Workday My Tasks.
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

Give and Receive Feedback

Workday Job Aid for Contingent Workers and Employees

Submit. The requester gets a notification that the feedback request was declined.

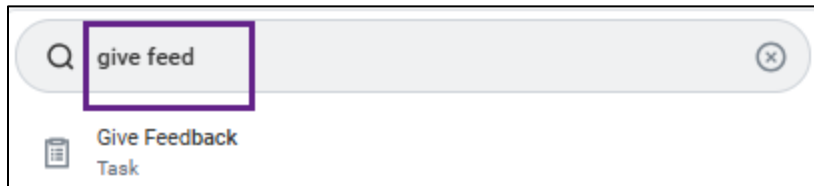
- Click **Submit**.

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.

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



- Click the **Workers** menu to search by **Suggested Workers** or **Workers by Manager**. Select an employee. Alternatively, type and search the worker's name in the workers field.
- Click **OK**.
- 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.

- For **Feedback Sharing**, use the table below to select an option.

If...	Then...
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 .

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

- Navigate to your Worker Profile.
- Click Performance from the left sidebar.

Give and Receive Feedback

Workday Job Aid for Contingent Workers and Employees

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.