

# Get Feedback on Worker

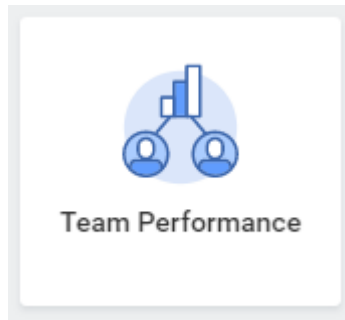
## Overview

Get Feedback on Worker allows you to ask others about their experience working with employees who report up to you.

**Who Does This:** Manager

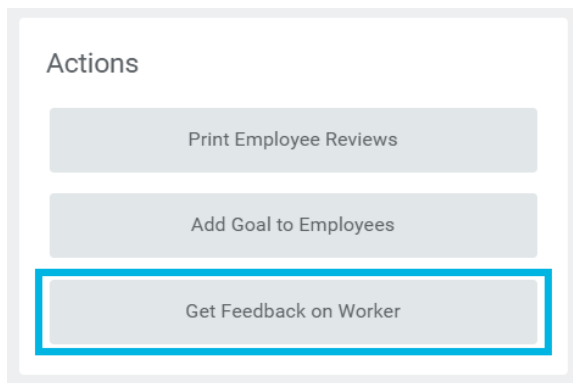
## Things to Know:

- You can ask for feedback on direct and indirect reports.
- Feedback requests may be declined.
- Feedback given requires HR approval.
- Once approved, feedback is visible to the employee, his/her management chain, and HR.
- You can view feedback on direct reports in the Team Performance worklet. You can view feedback on indirect reports on their Profile in the Performance Profile Group.



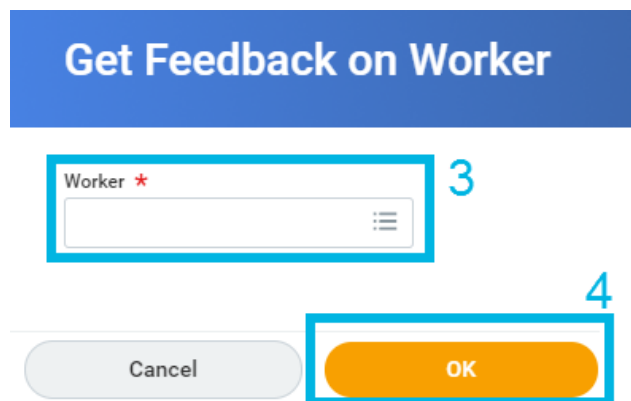
### Step 1

Choose the Team Performance worklet.



### Step 2

Under Actions, choose **Get Feedback on Worker**.




### Step 3


Type a worker name in the search field. Press Enter.

Or select a worker name using the list icon 


### Step 4


Click **OK**.

From Workers \*   5

Expiration Date  


**Questions**

Feedback Template   6

Question \*  


Is this employee well regarded by colleagues and able to interact easily with a diverse workforce?

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Question \*  

Are this employee's work methods effective, efficient and continuously improving?

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Question \*  

Describe this employee's impact to the common goal of the team and organization.

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**Step 5**


Type a worker name in the search field. Press Enter.

Or select a worker name using the list icon. 

You may check multiple boxes to ask more than one worker for feedback.

**Step 6**

The default Feedback Template for Get Feedback on Worker is "Feedback on Employee."

You may choose the "Feedback for Review" Feedback Template, which focuses on CoorsTek values and behaviors, using the list icon. 

**Step 7**

Edit, remove, or add questions to feedback request.

Choose **Remove** below the question to remove that question

Choose **Add** to add a question.

**Step 6**


Click **Submit**.

**Step 7**

Click **Done**.

**You have submitted**  
Get Feedback

**Up Next**



Give Feedback

- Give Requested Feedback

[> Details and Process](#)

**Done**

## FAQ's

**What happens next?** Your feedback request will be received by the worker(s) you asked. After they provide feedback, it will route to HR for approval.

**Who can see the feedback?** After feedback is approved, it will be visible to the employee, his/her management chain, and HR. The feedback will also be visible to the worker who gave the feedback.

**Where can I see the feedback?** Approved feedback is visible on the employee's Profile in the Performance Profile Group. You can view feedback on your direct reports in the Team Performance Worklet.

**What is the Expiration Date field used for?** The Expiration Date applies to the feedback request only and may be used by the Workday Administrator to discard outdated and unanswered Feedback Requests. It is not a required field.