

Get Feedback

Overview

Get Feedback allows you to ask a coworker questions about their experience working with you.

Who Does This: Employee

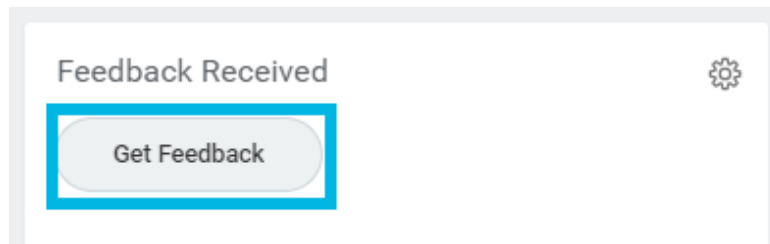
Things to Know:

- You can ask anyone for feedback at any time.
- Feedback requests may be declined.
- Feedback given requires HR approval.
- Once approved, feedback is visible to you, your manager, and HR.
- You can view your feedback received in the Talent and Performance worklet.



Step 1

Choose the Talent and Performance worklet.



Step 2

Under Feedback Received, choose **Get Feedback**.

From Workers * **3**

Expiration Date MM / DD / YYYY

Questions

Feedback Template **4**

Question *

Question *

Question *

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Step 3
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 4
Edit, remove, or add questions to ask. Suggested questions are listed based on the Feedback Template.

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

Choose **Add** to add a question.

Step 5
Optional comments for the worker you are asking. Comments will also be visible to HR Partner.

Step 6
Click **Submit**.

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. After the feedback is approved, you will be able to view feedback received in the Talent and Performance Worklet.

Who can see the feedback? This feedback will be visible to you, your manager, and HR. The feedback will also be visible to the worker who gave the feedback.

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 The Expiration Date applies to the feedback request only and may be used by the Workday Administrator to discard outdated and unanswered Feedback Requests.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.

What is the Feedback Template? The Feedback Template provides a set of suggested questions for you to ask. The default Feedback Template for Get Feedback on Self is "Feedback on Me." You can edit the questions as described above. You can also delete the template and write your own questions.