

Give Anytime Feedback

Overview

Give Anytime Feedback allows you to publicly recognize employees. Like the Recognition Boards at many locations, Anytime Feedback is a fun way to provide positive recognition.

Who Does This: Employee

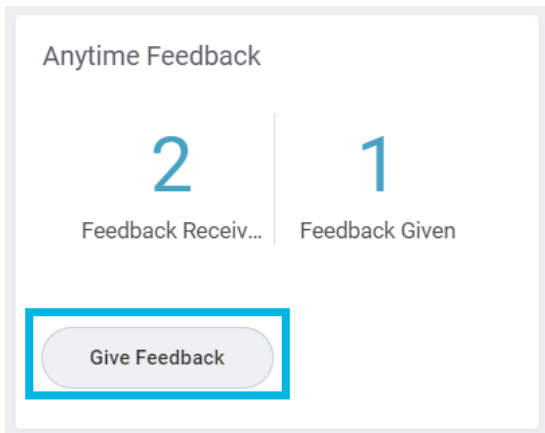
Things to Know:

- You can give Anytime Feedback to anyone at any time.
- Feedback given requires HR approval.
- Once approved, Anytime Feedback is visible to everyone.
- You can view your Anytime Feedback given and received in the Talent and Performance worklet.



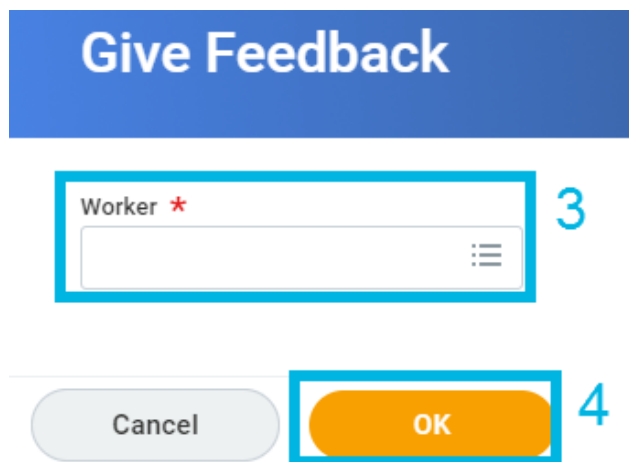
Step 1

Choose the Talent and Performance worklet.




Step 2

Under Anytime Feedback, choose **Give Feedback**.



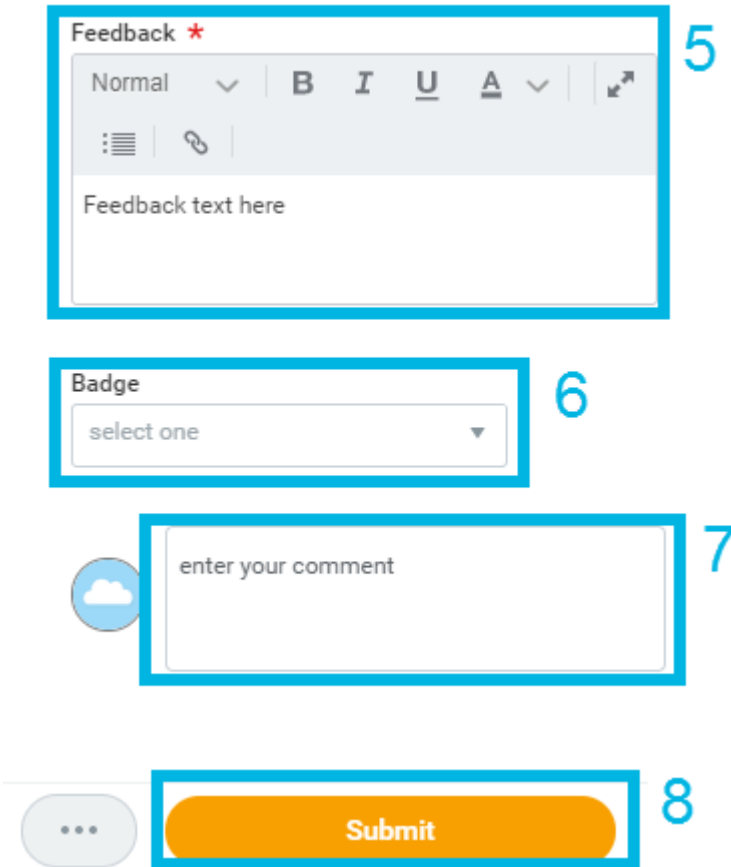
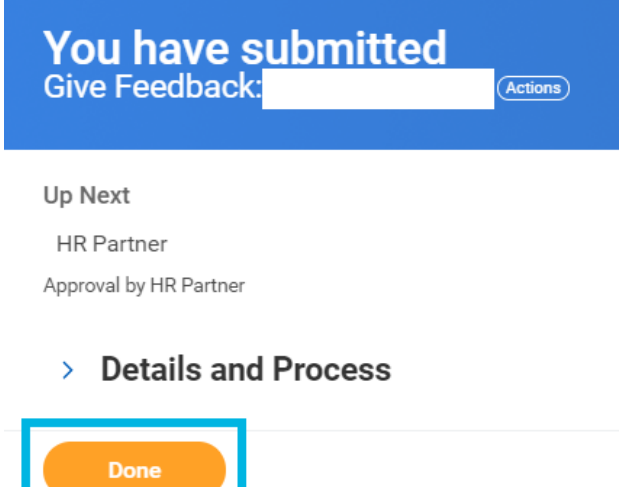
Step 3

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

Or select a worker name using the list icon 

Step 4

Click **OK**.

	<p>Step 5 Enter feedback. Be specific.</p> <p>Step 6 Select a badge.</p> <p>Refer to the Recognition Guide to select the right badge to add to your feedback.</p> <p>Step 7 Optional comments will be visible to HR Partner when approving feedback.</p> <p>Step 8 Click Submit.</p>
	<p>Step 9 Click Done.</p>

FAQ's

What happens next? Your Anytime Feedback will route to HR for approval. After the feedback is approved, you will be able to view the feedback given in the Talent and Performance Worklet under Anytime Feedback, Feedback Given.

Who can see the feedback? Your Anytime Feedback will be visible to everyone on the recipient's Worker Profile. Remember, Anytime Feedback is used for public positive recognition.