

# Completing Feedback for Performance Review (Feedback Provider)

## Overview

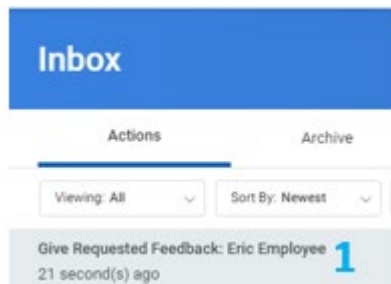
As part of the annual review process, managers are encouraged to request feedback from other stakeholders who work closely with their employee. This will help ensure managers have a complete picture of the employee's performance and competencies.

**Who Does This:** Any employee depending on the request made by the manager

## Things to Know:

- The feedback request or certain questions within the request can be declined by the provider.
- Requested feedback does not require approval from HR. It will route directly back to the requesting manager.
- All feedback requested for the performance review will only be visible to the feedback provider, the employee's management chain, and the HRBP.

## Completing Feedback Request



### Step 1

Once the manager has requested feedback, an inbox task called from “**Give Requested Feedback**” will populate for all feedback providers. Select the inbox task



### Step 2

When you open the task, the feedback form will show who requested the feedback as well as the employee for whom you have been asked to provide feedback.

**Note:** All requested feedback (unless requested directly from the employee) will not be visible to the employee. It will only be visible to the HRBP, the employee's management chain, and the feedback provider.



### Step 3

If you do not want to complete the feedback request, you can select **Decline All** (3a). You will be required to complete and submit a reason for declining (3b).

<p>Question Please provide feedback on how this team member has embraced The CoorsTek Way and demonstrated our values in action.</p> <p>Feedback</p> <p>Decline? <input checked="" type="checkbox"/> <b>3c</b></p> <p>Reason <input type="text" value="3d"/></p>	<p>You have the option to decline to comment on certain questions. Select the <b>Decline</b> box (3c) and enter the required reason for declining to comment (3d)</p>
<p><b>4</b></p> <p><input checked="" type="button" value="Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Decline All"/> <input type="button" value="Cancel"/></p>	<p><b>Step 4</b></p> <p>Once all feedback questions have been answered or declined with a reason, click <b>Submit</b></p> <p><i>The completed feedback will route back to the requesting manager's inbox.</i></p>