

# Request Feedback for Performance Review (Manager)

## Overview

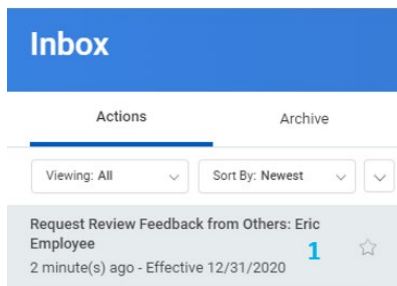
As part of the annual review process, you are encouraged to request feedback from other stakeholders, which will help ensure you have a complete picture of your employee's performance and competencies.

**Who Does This:** Manager

## Things to Know:

- If you do not act upon this step, you will not receive the manager evaluation inbox task. **It is imperative that you take action!**
- You can add or remove questions from the feedback template.
- You can request feedback from multiple stakeholders.
- Feedback requests or certain questions within the template can be declined by the feedback provider.
- Requested feedback does not require approval from HR.
- All requested feedback is confidential to the employee. It can only be viewed by the feedback provider, management chain, and HRBP.
- 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.

## Requesting Feedback from Others

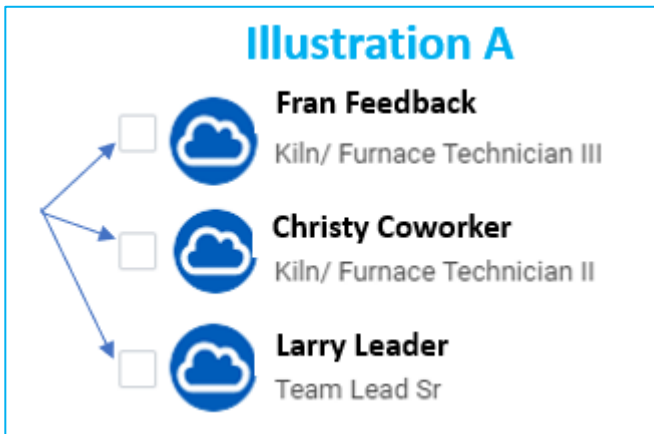


### Step 1


When the annual review is launched, the manager will receive an inbox task titled **“Request Review Feedback from Others”** for each of his/her direct reports. Select the inbox task



From Workers \*  





### Step 2

Under Actions, type the name of the stakeholder you want to provide feedback. You can also select a worker name using the list icon 

**NOTE:** You can select multiple employees to provide feedback. Select the box of all employees to whom you wish to send the request. (see illustration A).

If you send to multiple employees in one transaction, you must send the same questions to all of those stakeholders. If you want to send different questions to each stakeholder or if you decide to add additional stakeholders after you have sent the task, follow [these instructions](#).

<p><b>Questions</b></p> <p>Feedback Template</p> <p>Search <b>3a</b></p> <p><input type="radio"/> Feedback for Performance Review</p> <p>Add <b>3b</b></p>	<p><b>Step 3</b></p> <p>To add questions to the feedback request, use the list icon  and select the Feedback for Performance Review template (3a). If you do not wish to use any of the template questions, select Add to include your own questions (3b)</p> <p>If you selected the feedback template, those questions will populate in the feedback request.</p>
<p>Question *</p> <p>Format <input type="text"/> B I U <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Has this employee gone above and beyond normal job responsibilities this year? If so, please provide details.</p> <p>Remove <b>4a</b></p> <p>Question *</p> <p>Format <input type="text"/> B I U <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Are there areas of opportunity you would recommend for this team member?</p> <p>Remove</p> <p>Add <b>4b</b></p>	<p><b>Step 4</b></p> <p>To remove any of the pre-populated questions, select <b>Remove</b> (4a) under that question. If you want to add additional questions to this request, click on the <b>Add</b> button (4b), which will be at the bottom of the populated questions.</p>
<p>Submit <b>5</b></p>	<p><b>Step 5</b></p> <p>Once you are satisfied with the questions, click <b>Submit</b> and the request will be sent.</p>

<h2 style="text-align: center; color: #0070C0;">Approving/Reviewing Completed Feedback</h2>																									
<p>Inbox</p> <p>Actions Archive</p> <p>Viewing: All Sort By: Newest</p> <p>Give Feedback: Eric Employee <b>1</b></p> <p>3 minute(s) ago</p>	<p><b>Step 1</b></p> <p>Once the feedback provider has completed the feedback task, the requesting manager will receive an inbox task</p>																								
<p>Approve <b>2</b></p>	<p><b>Step 2</b></p> <p>Once you have scanned the completed feedback, click <b>Approve</b>.</p>																								
<p><b>Illustration B</b></p> <table border="1"> <thead> <tr> <th>Confidential</th> <th>From</th> <th>Question</th> <th>Comment</th> <th>Feedback Type</th> <th>Requested I</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Fran Feedback</td> <td>Are the employee's work methods effective, efficient, and continuously improving? Please provide details.</td> <td>tes</td> <td>Requested by Others</td> <td>Michael Manager</td> </tr> <tr> <td></td> <td></td> <td>Are there areas of opportunity you would recommend for this team member?</td> <td>test</td> <td>Requested by Others</td> <td>Michael Manager</td> </tr> <tr> <td></td> <td></td> <td>Has this employee gone</td> <td>test</td> <td>Requested by Others</td> <td>Michael Manager</td> </tr> </tbody> </table> <p><b>Illustration C</b></p> 	Confidential	From	Question	Comment	Feedback Type	Requested I	Yes	Fran Feedback	Are the employee's work methods effective, efficient, and continuously improving? Please provide details.	tes	Requested by Others	Michael Manager			Are there areas of opportunity you would recommend for this team member?	test	Requested by Others	Michael Manager			Has this employee gone	test	Requested by Others	Michael Manager	<p>Completed feedback can be viewed 3 ways by the manager:</p> <ul style="list-style-type: none"> <li>When you open the manager review task for an employee, all feedback given during the calendar year, including any approved feedback for the review, will pop up in the embedded analytics (illustration B). The guided editor on the left side of the review template also has an icon that you can click on at any time to pull up the embedded analytics feedback. (illustration C)</li> </ul>
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**Illustration D**

Individual Goals   Archived Goals   Performance Reviews   Development Objectives   Development Plans   Feedback Given   **Feedback Requested**   Feedback Received   Potential   Int

Feedback Requested 7 items

Question	Status	Request Date	From	Feedback
Q. Has this employee gone above and beyond normal job responsibilities this year? If so, please provide details.	Completed	12/16/2020	Ask Others   Chirity Cowler	test

**Illustration E**

My Team's Feedback

Get Feedback on Worker

Give Feedback


**Feedback on My Team**

TM\_Feedback by Organization

- From the worker's profile, go to Performance, Feedback Requested. Any requested feedback that has been approved will be populated (illustration D).
- From your Team Performance worklet, select "Feedback on My Team" from the **My Team's Feedback** heading (illustration E)

## Frequently Asked Questions

A screenshot of a task menu. At the top right, there are icons for a star, a gear, and a square with an arrow. Below these is a dropdown menu with the following options: "Add Approvers", "Delegate Task", "Reassign", "Skip This Task" (highlighted with a blue box), and "View Details".

**What if I don't want to request any feedback for an employee? How do I remove the inbox task?** Click on the gear icon  which is in the top right corner of the task. Select Skip This Task and it will be removed from your inbox. **NOTE: This is important to complete!!!** You will not receive the manager evaluation task for any employee whose feedback request task is still in your inbox.

get feedback

OR

Get Feedback on Self Task

**Get Feedback on Worker Task**

My Team's Feedback

**Get Feedback on Worker**

Give Feedback

Feedback on My Team

TM\_Feedback by Organization

**Illustration B**

Get Feedback on Worker

Worker \* Eric Employee

**What if I want to request more feedback and have already sent my inbox task? What if I want to send different questions to each stakeholder from whom I am requesting feedback?** Type **Get Feedback on Worker** in the Workday search bar or from your Team Performance worklet under the **My Team's Feedback** section.

After you select the worker's name for whom you are requesting feedback (illustration B), follow the guidance starting in [step 2](#) of this job aid.

**Will the feedback given be visible to my worker?** Any feedback you request for one of your direct reports will not be visible to that employee. The completed feedback is only visible to the feedback provider, your employee's management chain, and the HRBP.