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:
- 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 A Workday home page announcement will populate for all people leaders a few weeks prior to the annual review process launch. Click on the **"Get Feedback on Worker"** link in the announcement. If you want to request feedback for a performance review and the announcement is not populated, type **"Get Feedback on Worker"** in the Workday search bar.
	Step 2 Type the employee's name for whom you want to request feedback in the search bar or use the dropdown menu to search for the employee's name.
	Step 3 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).

Illustration A ☐ **Fran Feedback** Kiln/ Furnace Technician III ☐ **Christy Coworker** Kiln/ Furnace Technician II ☐ **Larry Leader** Team Lead Sr	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.
Question * [Format ⌄ B I U A ⌄ ≡ ⌗] Has this employee gone above and beyond normal job responsibilities this year? If so, please provide details. [Remove] **4a** Question * [Format ⌄ B I U A ⌄ ≡ ⌗] Are there areas of opportunity you would recommend for this team member? [Remove] [Add] **4b** ⌄ **Questions** **4c** Feedback Template [⊗ Feedback for Review ···] ≣	**Step 4** The **"Feedback for Review"** template with pre-populated questions is included. To remove any of the pre-populated questions, select **Remove** (4a) under that question. If you want to add additional questions to this request, click on the **Add** button (4b), which will be at the bottom of the populated questions. If you do not want to use any of the questions from the "Feedback for Review" template, you can select the X (4c) next to the template name, and all questions will be removed.
[Submit **5**]	**Step 5** Once you are satisfied with the questions, click **Submit** and a task will be routed to the feedback requestor(s).

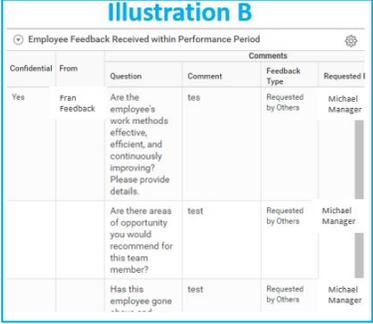| **Reviewing and Approving Completed Feedback**	
Inbox Actions Archive Viewing: All Sort By: Newest Give Feedback: Eric Employee **1** 3 minute(s) ago	**Step 1** Once the feedback provider has completed the feedback task, the requesting manager will receive an inbox task
[Approve **2**]	**Step 2** Once you have scanned the completed feedback, click **Approve**.

Illustration B

Confidential	From	Question	Comment	Feedback Type	Requested
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 above and	test	Requested by Others	Michael Manager

Employee Feedback Received within Performance Period
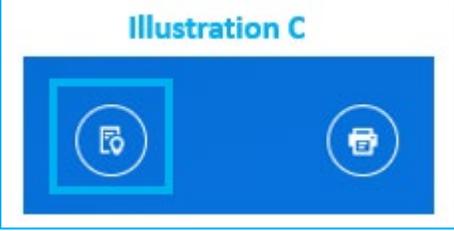
Illustration C

Illustration D

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

Feedback Requested 7 items
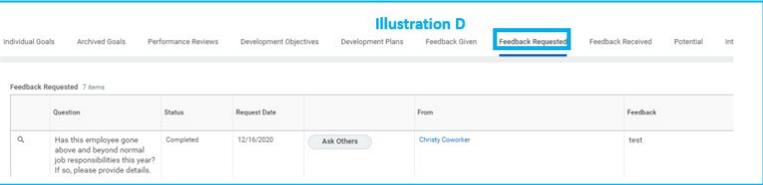
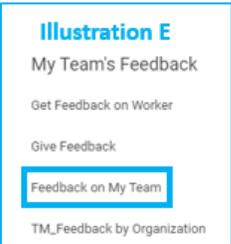|	Question	Status	Request Date		From	Feedback
Q	Has this employee gone above and beyond normal job responsibilities this year? If so, please provide details.	Completed	12/16/2020	Ask Others	Christy Coworker	test

Illustration E

My Team's Feedback

Get Feedback on Worker

Give Feedback

Feedback on My Team

TM_Feedback by Organization

Completed feedback can be viewed 3 ways by the manager:

- 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)
- 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)
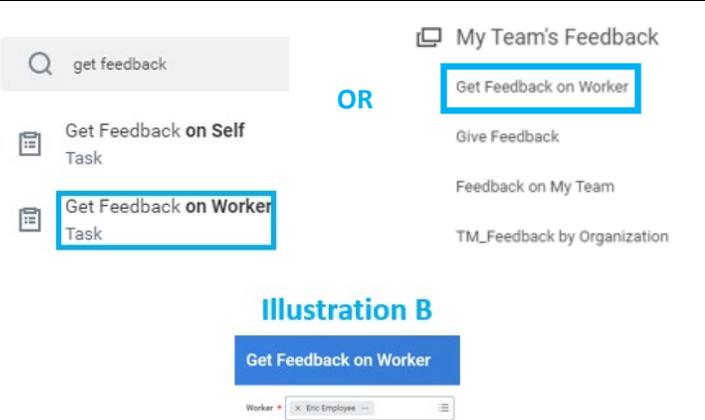
Frequently Asked Questions

get feedback

Get Feedback **on Self**
Task

Get Feedback **on Worker**
Task

OR

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

How can I request feedback for a review if it's outside of the time that the Home announcement is available? 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 3 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.