

MANAGE FEEDBACK REQUESTS

The performance management process provides employees and managers a framework for engaging in regular communication throughout the year. One important aspect of this process is collecting feedback about employee performance, and is essential for supporting the employee's professional growth and the growth of the institution.


Request (Get) Feedback for a Worker (Employee)

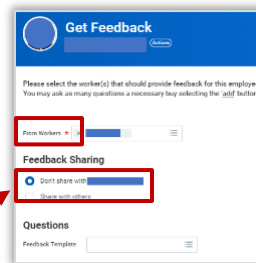
When the End-of-Year Conversation process is initiated, the manager will receive an **Inbox** task to request feedback on the worker.

While you have the option to skip this step, we strongly encourage its utilization.

1. Navigate to your **Inbox**. Select the **End of Year Review: (Employee Name)** item to complete the **Get Feedback** task.

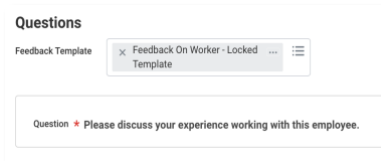
Enter the following:

2. **From Workers:** Enter the name(s) of the worker(s) that you wish to provide feedback on the employee or click prompt  to select from **Suggested Workers, Workers by Manager** or **Workers by Location**. Multiple workers may be selected.
3. **Feedback Sharing:** Important- Select the **Don't share with** option. *This ensures that feedback is shared only with the requesting manager.*



4. **Questions Feedback Template:**

Do not remove the defaulted 'Feedback On Worker – Locked Template'.



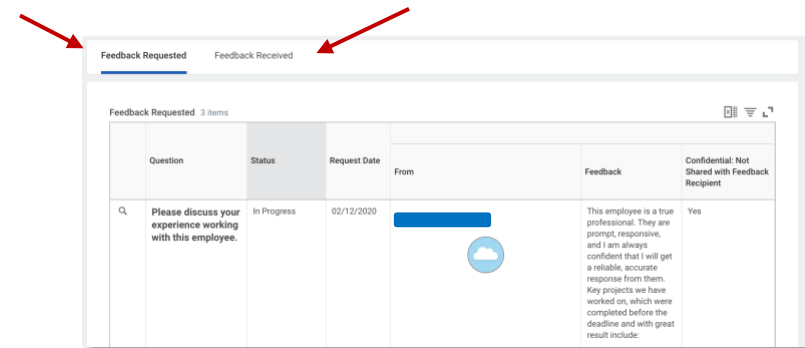
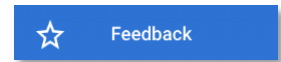
5. Select one of the following:

- a. **Submit:** Send feedback request to the listed worker(s)
- b. **Save for Later:** Keep changes and exit
- c. **Close:** exit without saving changes

Viewing Feedback Requested and Received

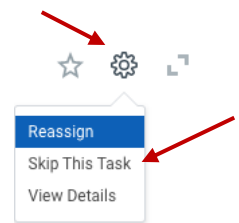
Managers can review a list of all feedback requested and received for a specific worker, along with the status of the request.

6. Navigate to the employee's profile by entering the **worker's name** in the **Search** bar. Select their name from the dropdown menu.
7. Click **Feedback**, which appears in the blue navigation bar on the left side of the screen.
3. Click **Feedback Requested** to view a list of all requests sent. The **Status** (In Progress, Complete, Cancelled), **Requested From** person, and **Feedback** (once received) are displayed for your review.
4. Click **Feedback Received** to view a list of all feedback that has been submitted. The **Status** (In Progress, Complete, Cancelled), **Requested From** person, and **Feedback** (once received) are displayed for your review.



Skipping the Get Feedback Task

1. Navigate to your **Inbox**. Select the **Get Feedback** task.
2. Click the **Gear icon** in the top right corner of the screen and select "Skip this Task."
3. Click **OK**.



Important: You must **SKIP** this task if you do not plan to collect feedback. The employee self-evaluation **will not be visible** to you upon their submission until this task has been completed.