


## PROVIDE REQUESTED FEEDBACK ON WORKER

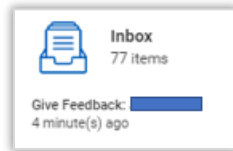
The performance management process provides employees and managers a framework for engaging in regular communication throughout the year. One important aspect of this process is collecting feedback from colleagues, and is essential for supporting the professional growth of your colleagues and the institution.

### Provide Feedback

When the End-of-Year Conversation process is initiated, managers will identify individuals to provide feedback on a worker (employee). The feedback is confidential and will not be visible to or shared with the employee. Feedback is used to support the employee's professional goals and objectives.

1. Navigate to your **Inbox**.
2. Select the **Give Feedback** task to provide feedback on the employee whose name is listed on the task.
3. If you have questions regarding this feedback request, see the **Requested by**: name to identify the manager to contact.
4. Click the **Feedback** box to enter your comments. Click **Expand**  to open the comment box to full screen.
 

**Note:** Your feedback is only visible to the requesting manager.



### Recommendations for Providing Useful Feedback

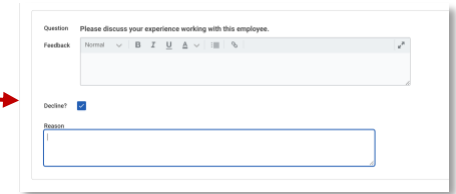
- a. Use clear language to provide sufficient information for the manager to better understand what you expected, what actually happened, and the impact of the employee's activities
- b. Use specific, detailed examples

5. Select one of the following:
  - a. **Submit:** Send feedback to the requesting manager
  - b. **Save for Later:** Save comments for later editing and exit task. Return to **Inbox** task to continue entering comments
  - c. **Cancel:** Exit task without saving comments

**While you have the option to decline participation in this step, we strongly encourage providing feedback upon request.**

To Decline:

1. Check the **Decline** box and enter a **Reason**
2. Click **Submit** to complete the process



**Note:** 'Decline All' only applies when multiple questions are utilized as part of the *Get Feedback* function, which is not part of our current process.

