Feedback, both reinforcing and redirecting, is a critical component of meaningful development.   Feedback is powerful as it helps you get on track and serves as a guide to assist you to know how others perceive your performance. Workday's **Get Feedback on Self** process allows you to request performance and/or development feedback from others.

> Though you can seek feedback at any time, you especially are encouraged to seek feedback from others prior to starting an individual development plan (IDP).

INITIATE GET FEEDBACK ON SELF

To seek feedback on yourself, you have two options to kick off the request:

From Home page:

1. Type "Get Feedback on Self" into Workday search bar

2. Click **Get Feedback on Self** in task list   **OR**

From Home page:

1. Navigate to Profile icon

2. Click **View Profile**. Employee Profile page displays

3. Click **Performance** in worker profile

4. Click **Feedback Received** from top tabs

5. Click **Get Feedback**
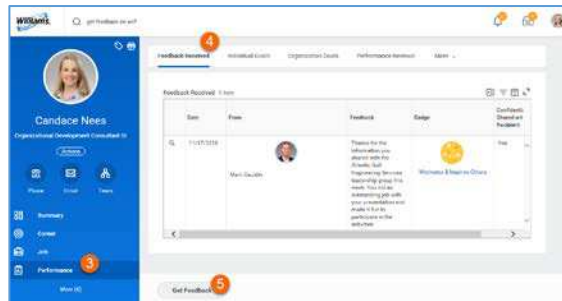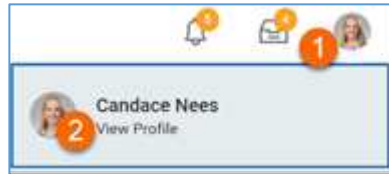
REQUEST FEEDBACK

To receive the most meaningful feedback possible, you can create your own custom question(s) as part of the process. To provide context to those providing feedback, be as specific as possible in your questions to encourage targeted and actionable feedback.

If you need additional support in seeking specific feedback, contact your HR business partner.

SELECT WORKER

1. Click the prompt icon to select a Worker from dropdown

2. Select Worker(s)

NOTE: There is no limit to how many names you can select. Note, however, that all of the selected employees will be asked the same question(s) added to this form.


Multiple Search Options

- **Suggested Workers** – displays selectable list of peers and any direct reports
- **Workers by Manager** – displays alphabetical list of all managers. Click to view and select individual employees
- **Workers by Location** – displays alphabetical list of all locations. Click to view and select individual employees
- Type specific employee's name or part of name and click Enter. Workday's smart search will return name or list of suggested names.

SELECT SHARING

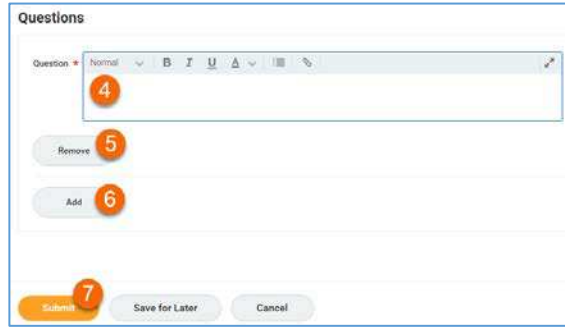3. Select desired feedback sharing visibility
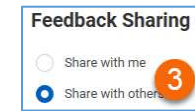
Share with me = private feedback, visible only to you
Share with others = feedback visible to you, your manager and manager chain, and your HR Business Partner

NOTE: Feedback marked as **Share with me** will **NOT** pull into Individual Development Plans

CREATE QUESTION(S)

4. Enter question

5. Click **Remove** to remove questions (if needed)

6. Click **Add** to create additional questions

7. Click **Submit** to Save OR **Save for Later** to continue editing at a later time (task appears in Workday inbox until further action is taken)

8. Click **Done**

NOTE: All selected recipients receive same question(s) created on this form. If there are additional questions that should specifically be addressed to one recipient but not others, complete **Get Feedback on Self** task again, selecting only that recipient.

GIVING REQUESTED FEEDBACK

Once submitted, selected requesters receive Workday inbox items requesting the feedback.

From Home page:

1. Click **Inbox item** "Give Feedback: Employee Name"

SELECT SHARING

2. Select desired feedback sharing visibility

Example Questions:

- While I was serving as project manager, what actions or decisions of mine did you observe that created efficiencies or conserved resources?
- Where have you seen me be most successful?
- What am I currently doing (or not doing) that is getting in my way of success?
- What additional skills would be helpful for me?
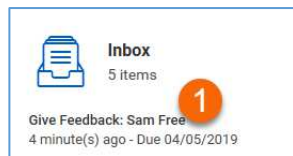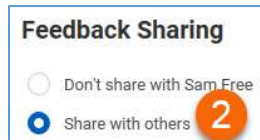- How do others view me?

Don't share with "employee" = private feedback, NOT visible to employee, visible to employee's manager and manager chain, employee's HR Business Partner

Share with others = feedback visible to employee, employee's manager and manager chain, employee's HR Business Partner

ANSWER QUESTION(S)

3. Enter answer to each question

4. Click **Decline** if you choose not to answer question

5. Click **Submit** to Save OR **Save for Later** to continue editing at a later time (task appears in Workday inbox until further action is taken)
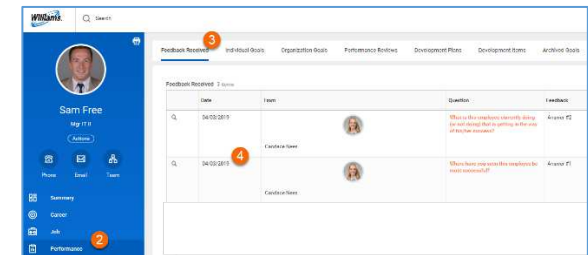
6. Click **Done**
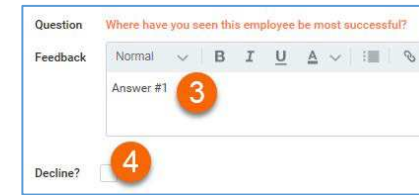
VIEWING FEEDBACK

Once recipients submit feedback, it is immediately visible to those selected in the sharing option.

From Home page:

1. Navigate to Employee Profile

2. Click **Performance** in worker profile

3. Click **Feedback Received** from top tabs

4. View feedback

Employees do NOT receive a notification when a recipient has either responded to or declined a feedback request.