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

> Though you can seek feedback on your employees at any time, you are especially encouraged to seek feedback from others prior to engaging in career conversations and performance discussions. This will help add context and provide specific examples you can share with the employee.

INITIATE GET FEEDBACK ON WORKER

To seek feedback on one of your direct or indirect reports, you have two options to initiate the request:
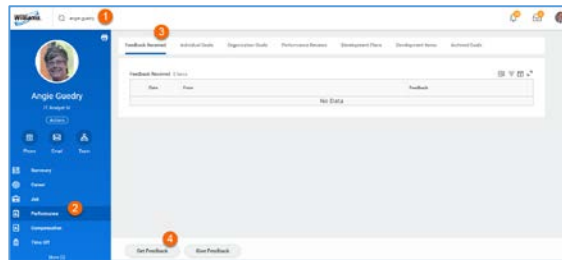
From Home page:

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

2. Click **Get Feedback on Worker** in task list   **OR**
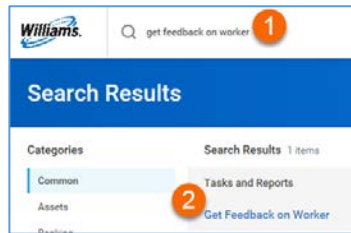
From Home page:

1. Navigate to Employee Profile

2. Click **Performance** in worker profile

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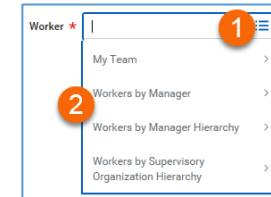
4. Click **Get Feedback**

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 TO GET FEEDBACK ON

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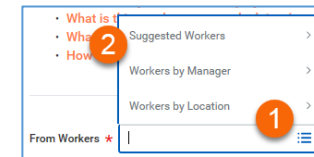
2. Select Worker

Multiple Search Options

- **My Team** – displays selectable list of direct reports
- 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 WORKER(S) TO GET FEEDBACK FROM

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 workers peers
- **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.

CREATE QUESTION(S)

3. Enter question

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

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

6. 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)

7. 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.

Questions

Example Questions:

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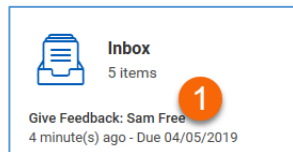- How do others view this employee?

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

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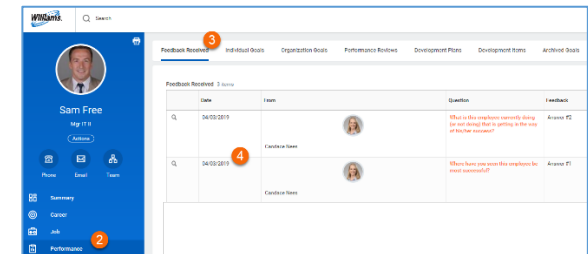
Employees do NOT receive a notification when a recipient has either responded to or declined a feedback request.