Feedback, both reinforcing and redirecting, is a critical component of meaningful development.   Giving feedback to others is powerful as it helps others get on track and serves as a guide to assist them to know how others perceive their performance. Workday's **Give Feedback** process allows you to give performance and/or development feedback to others.
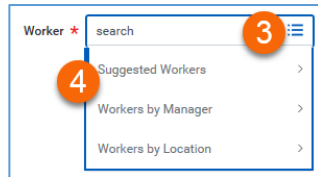
INITIATVE GIVE FEEDBACK

From Home page:

1. Type "Give Feedback" into Workday search bar

2. Click **Give Feedback** in task list
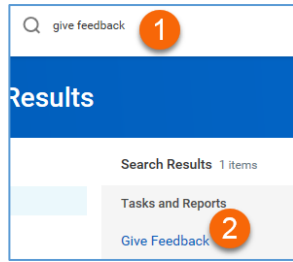
SELECT WORKER(S) TO GIVE FEEDBACK TO

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

4. Select Worker(s)

5. Click **OK**

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.

SELECT SHARING

6. Select desired feedback sharing visibility
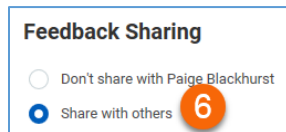
Don't share with "employee" = private feedback, NOT visible to employee, visible to employee's manager and manager chain, employee's HR Business Partner

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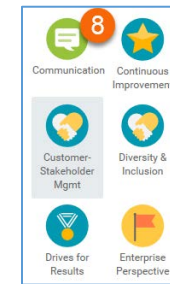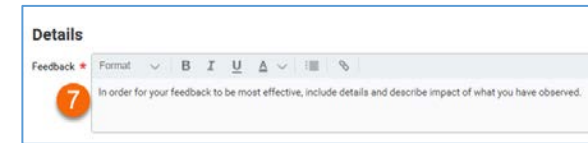
PROVIDE FEEDBACK DETAILS

7. Enter feedback

NOTE: In order for feedback to be most effective, include details and describe impact of what you have observed.

SELECT BADGE

8. Select appropriate badge from dropdown

9. 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)
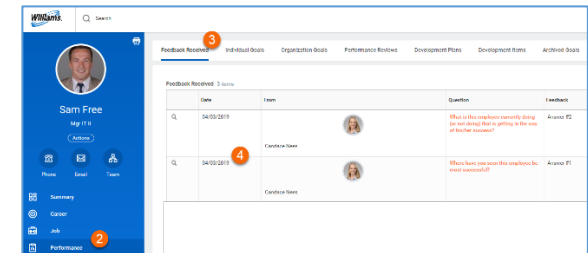
10. Click **Done**

NOTE: Badges are aligned to competencies

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.