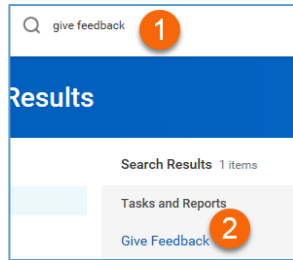


Feedback, both reinforcing and redirecting, is a critical component of meaningful development. Giving feedback to your employees is powerful as it helps them get on track and serves as a guide to assist them to know how you perceive their performance. Workday's **Give Feedback** process allows you to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

## INITIATIVE GIVE FEEDBACK

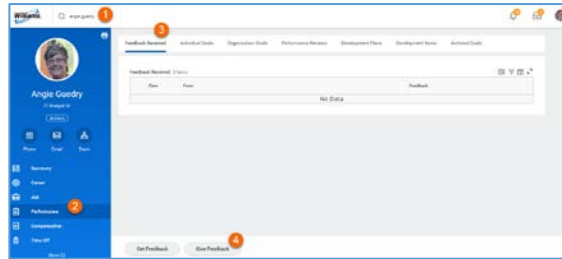
From Home page:

1. Type "Give Feedback" into Workday search bar
2. Click **Give Feedback** in task list



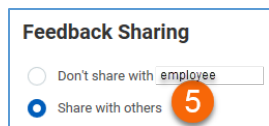
From Home page:

1. Navigate to Employee Profile
2. Click **Performance** in worker profile
3. Click **Feedback Received** from top tabs



4. Click **Give Feedback SELECT SHARING**

5. 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

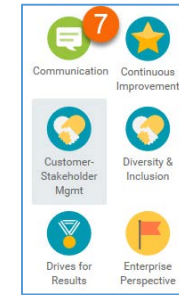
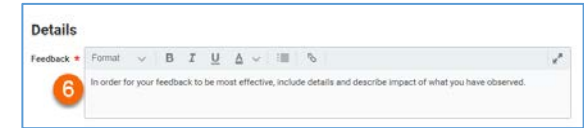
## PROVIDE FEEDBACK DETAILS

6. Enter feedback

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

## SELECT BADGE

7. Select appropriate badge from dropdown
8. 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)
9. Click **Done**



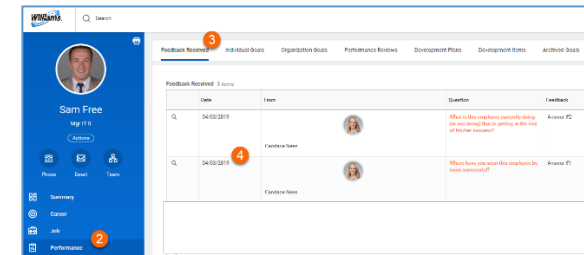
**NOTE:** Badges are aligned to competencies


## VIEWING FEEDBACK

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

From Home page:

10. Navigate to Employee Profile
11. Click **Performance** in worker profile
12. Click **Feedback Received** from top tabs
13. View feedback



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