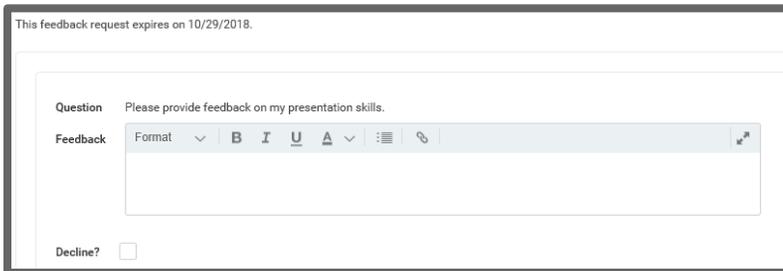


Managers or employees may be requested to provide feedback on a worker. Depending on how the request is made, the feedback may be automatically added to the employee's year-end performance appraisal or shared only between the requester and provider.

Give Feedback

When you have been asked to provide feedback, you will receive an **Inbox task**.

1. From the Inbox , locate the task titled “**Give Feedback: Employee Name.**”
2. The request will include at least one question to provide guidance on where to focus the feedback. Multiple questions may be asked.
3. If you are not able to contribute in a meaningful way to a question, check the **Decline** box.



Screenshot: Feedback comment field and Decline box.

4. It is also possible to click the **Decline All button** 
5. Answer each question honestly, keeping in mind the goal is to provide constructive feedback, calling out strengths, revealing opportunities for improvements.
6. Click **Submit**.
7. Click **Done**.