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 (Index), 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.

This feedback request expires on 10/29/2018.		
Question	Please provide feedback on my presentation skills.	
Feedback	Format $\lor$ B I U A $\lor$ :	u <sup>2</sup>
Decline?		

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.

Employee Goal Setting Employee Goal Alignment Manager Review & Year-end Self-Conversation evaluation Manager Evaluation Performance Review