

Individuals have the ability to request feedback from peers or leaders. Feedback can be requested within a department or from anyone at UVA. Feedback can be private, or shared with the manager and automatically added to the performance appraisal.

## Tasks

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### Request Feedback

Feedback can be requested at any point in a performance year.

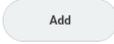
1. From your home page, click on the **Performance** app.
2. In the **Actions** area, click **Get Feedback on Self**.
3. Type the name of the employee in the **From Workers** field.
  - After entering a name, click the search to enter additional names if wanted.
4. Enter an **Expiration Date**. The request will drop from the worker's inbox on this date.
5. **Who Can See the Feedback: Everyone**
  - Responses route to the manager for approval before routing to the requester.
  - Automatically includes manager approved feedback in the performance appraisal.

- Allows only the requester and his/her management chain to view the feedback.

#### 6. Who Can See the Feedback: Each worker selected and me

- Only the requester and responder will see the feedback. Feedback is not included in the performance appraisal.

#### 7. Questions: Select either the **Feedback Template** or the **Add** button to include a minimum of one question.

- The **Feedback Template** provides pre-built questions that have been developed for specific groups.
- The  button allows you to insert your own question(s) for the feedback responder.

#### 8. Click **Submit**.

#### 9. The task is routed to the worker's Workday inbox.

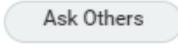
### Review Feedback

A Notification will arrive when a worker has completed a feedback request. Feedback is not accessible for the app area.

1. Click the employee icon , **View Profile** and then the **Performance** tab.
2. Click on the **Feedback Received** subtab.

## Repeat Requests / Ask Same Question of Others

If a person does not respond to the feedback request, it can be resent from Workday. Questions you have asked of others can be used for ongoing requests.

1. Click on the workday icon (employee photo icon) .
2. Click on **View Profile**, directly below your name.
3. Click on the **Performance** menu item in the profile area.
4. Click on the **Feedback Requested** tab.
5. Locate the question that you need to resend or that you wish to send to another employee.
6. Click the **Ask Others**  button in the same row.
7. Complete steps 3 – 8 in Request Feedback above.

2. **Questions:** Nurses must select a **Feedback Template** and select either

- **Non-leader Nurses:** click the Feedback Template field and select **PNSO Peer Review – Team Member Self-selected**.
- **Nurse Leaders:** click the Feedback Template field and select **PNSO Peer Review – Nurse Leader Self-selected**

## Medical Center Nurse Feedback

Nurses are required to use standard work for some fields when requesting feedback.

1. **Who Can See the Feedback:** MC nurses must select **Everyone**
  - Responses route to the manager for approval before routing to the requester.