Understanding how others perceive employees helps both the manager and employee understand how to adjust their approach and gives a manager a multidimensional understanding of an employee's strengths and opportunities.

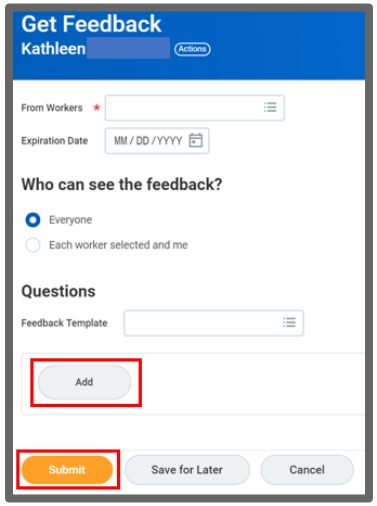
Tasks

- Request Feedback on Worker
- Approve Feedback From Provider
- View Feedback on Team
- View Individual Worker Feedback

Request Feedback on Worker

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

1. From your home page, click on the **Team Performance** app.
2. Click on **Get Feedback on Worker** in the **Actions** column.
3. Enter an employee's name in the **Worker** field.
4. Click **OK**.
5. Enter the name(s) of the employees from who you will request feedback in the **From Workers** field.
6. Enter an **Expiration Date** (the date the request will drop from the employee's inbox).
7. **Who Can See the Feedback?:**
   - **Everyone:** Feedback automatically appears on the employee's evaluation. The feedback will route to the manager's inbox for approval before it lands in the employee's evaluation. All leaders in supervisory chain can view the feedback.
   - **Each worker selected and me:** Does not automatically appear on employee evaluation. Seen only by requestor and requestee.
8. **Questions:** At least one question must be provided to the person providing feedback.
   - The **Feedback Template** allows you to select from structured questions, designed for specific groups.
   - Click the Add button to create a question.
9. Click **Submit**.



Screenshot: Add and Submit button on the Get Feedback screen

On the confirmation page, **Up Next** displays a single person, even if you selected several people. Click **Details and Process** and toggle between the **Details** or **Process** tab to see more.

10. Click **Done**.

Approve Feedback from Provider

Managers will receive a task in the Inbox when feedback is submitted. An employee can decline to respond to individual feedback questions. The decline will appear as part of the feedback.

1. Click the Inbox , to find the task titled "**Give Feedback: Employee Name**".
2. After reviewing the feedback, click on:
   - **Approve**: Makes feedback available in the employee's Performance tab of the Profile. Employee will not see the feedback.
   - **Deny**: Ends the process and deletes the feedback.
   - **Cancel**: Cancels the Approve or Deny action. Task remains active in the Inbox.
3. Click **Done**.

View Feedback on Workers

Managers can view all feedback provided on their employees.

1. From your home page, click on the **Team Performance** app.
2. Click **More** in the **View** column.
3. Click on **Feedback on My Team.**
4. Feedback displays for the entire team.

View Individual Worker Feedback

Managers can access an employee's **Worker Profile** and view feedback from this area.

1. Type and select the employee's name in the search field.
2. Click on **Performance** tab on the left side of the screen.
3. Click on the **Feedback Received** subtab.
4. To see feedback that has been requested, but not yet received, click on the **Feedback Requested**.

Note: Managers will see feedback they requested or the employee designated as **Everyone**. Managers will not see feedback that they employee requested but did not designate as **Everyone.**