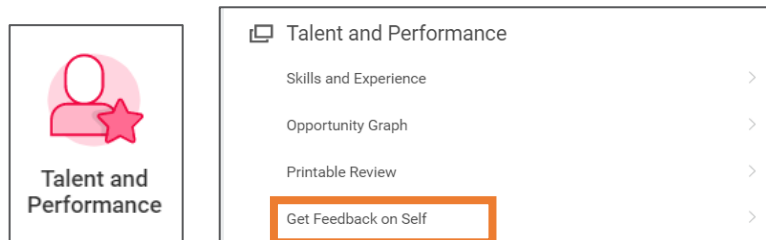Use this job aid to get feedback on self, get feedback on Team Members, give feedback, and give requested feedback.

Get Feedback on Self

You can request feedback from other Team Members you work with frequently or that you worked with on a project. This feedback can be helpful when you are completing your self-evaluation.

From your home screen:

1. Navigate to the **Talent and Performance** application.
2. In the **Talent and Performance** section, click **More** to expand section options > select **Get Feedback on Self**.
3. In the **From Workers** field, select the Team Members you would like to get feedback from. Multiple can be selected.
4. In the **Expiration Date** field, enter the last date that feedback can be received by the selected Team Members.
5. In the **Feedback Sharing** section, Select **Share with me** to limit visibility to only you. Select **Share with others** to display publicly on your Workday profile.

From the **Questions** section:

6. In the **Feedback Template** field, the Feedback on Me template populates. Do not change.
    *   Questions populate based on template. Modify, as needed.
    *   In the Relates To field, select a capability that the question relates to. *Not required.*
7. Click **Add** to include additional questions for feedback. *Not required.*
    *   In the Question box, type the question you would like to ask.
    *   In the Relates to field, select a capability that the question relates to.
8. Click **Submit**.

Give Feedback

You can provide feedback to Team Members to recognize accomplishments or achievements, provide praise or express gratitude. All feedback provided should be professional and positive.

From your home screen:

1. Navigate to the search bar > type **Give Feedback**. Select **Give Feedback** from the tasks.
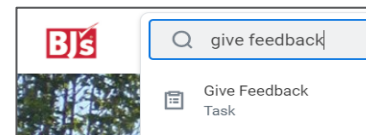
2. In the **Workers** field, select the Team Member you would like to give feedback to. Multiple can be selected if the feedback is the same.

3.   Click **OK**.

From the **Details** section:

4.   In the **Feedback** field, provide feedback in complete sentences.
5.   In the **Badge** field, select a badge (form of recognition) from the options provided. Only one can be selected.
6.   In the **Workers to Notify** field, select Team Members to notify of the feedback given (example: The Team Member's Manager).
7.   Click **Submit**.

Get Feedback on Team Members

Managers can use this feature to request feedback on their Team Members.

From your home screen:

1.   Navigate to the search bar > Type **Get Feedback on Worker.** Select **Get Feedback on Worker** from the tasks.
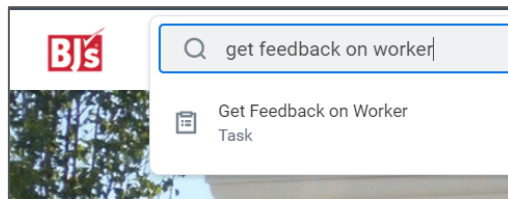
2.   In the **Worker** field, select the Team Member you would like to get feedback on from the dropdown menu.
3.   Click **OK**.
4.   In the **From Workers** field, select the Team Members you would like to get feedback from for the Team Member selected on the previous screen.

5.   In the **Expiration Date** field, enter the last date feedback can be given on this Team Member.

From the **Questions** section:

6.   In the **Feedback Template** field, the **Feedback on Team Member** template populates. Do not change.
- Questions populate based on template. Modify, as needed.
- In the **Relates To** field, select a capability that the question relates to. *Not required.*
7.   Click **Add** to include additional questions for feedback. Not required.
- In the **Question** field, type the question you would like to ask.
- In the **Relates to** field, select a capability that the question relates to.
9.   Click **Submit**.

Give Requested Feedback

You receive a Workday inbox task when someone has requested feedback from you. From your home screen:

1.   Navigate to your Workday inbox.

2.   Select the **Feedback** task from your inbox.
3.   Read the Questions, and answer in complete sentences in the **Feedback** field.

Give Requested Feedback (continued)

- Select the **Decline** box if you do not wish to answer the question or do not have enough knowledge of the Team Member to answer the questions.
4. Click **Submit**.

Viewing Feedback Received

1. Navigate to your profile.
2. Select **Performance** on the menu.
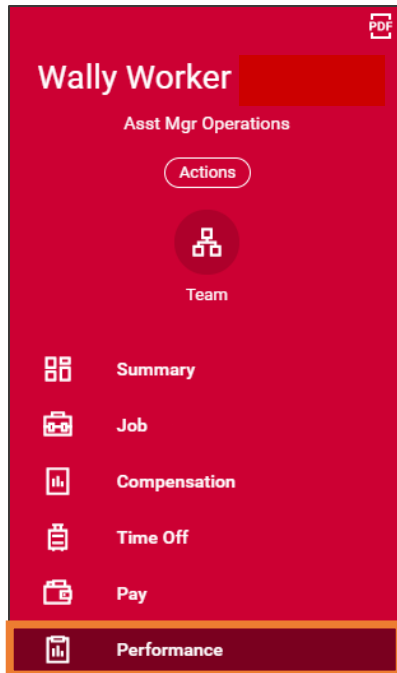
3. Using the tabs at the top of the page, select **View Feedback Received, Feedback Requested** or **Feedback Given.**