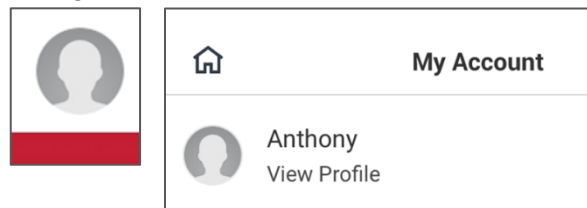


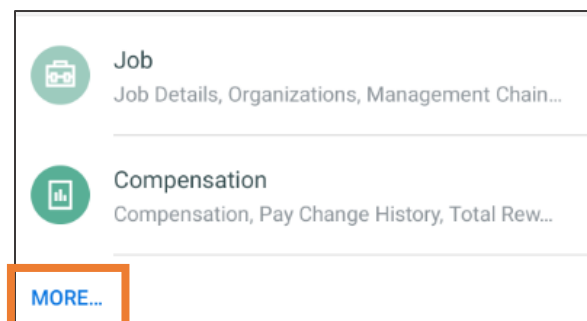
Use this job aid to request feedback from a Team Member or provide feedback to a Team Member in the Workday mobile application.

Request Feedback - iOS

1. Navigate to the profile icon > select **View Profile**.



2. In the section with Job and Compensation, click **MORE...** and click **Performance**.



3. Click **Feedback Requested**.
4. Click **Get Feedback**.
5. In the **From Workers** field, select the Team Member(s) you want to request feedback from.
6. In the **Expiration Date** field, enter a date that the request expires. *This field is optional.*
7. In the **Feedback Sharing** section, select one of the following:
 - **Share with me:** With this option, the feedback provided will only be visible to you.

- **Share with others:** With this option, the feedback provided will be visible to others on your profile.
8. In **Feedback Template** field, the Feedback on Me template populates automatically.
 9. In the **Questions** section, edit the **Question** by clicking the pencil icon, or click **Add New** to add a new question.
 10. In the **Relates To** field, select a **Capability** the question connects to. *This field is optional.*
 11. Click **Submit**. The feedback request has now been sent to the Team Member for completion.

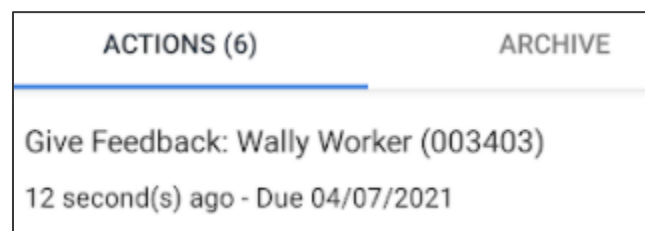
Provide Feedback to Others

When Requested by a Team Member:

1. When a Team Member requests feedback from you, the request will appear in your Workday inbox.



2. Click the **Give Feedback** task.



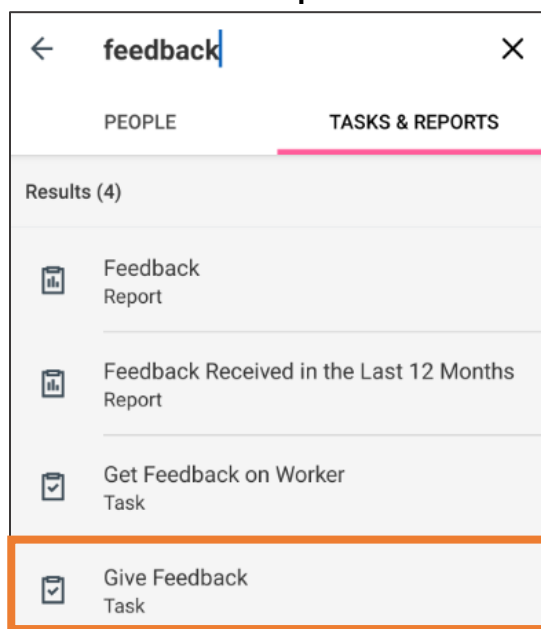
3. Provide and answer for each question in the **Feedback** field or check the box to **Decline** to answer the question.
4. Click **Submit**. The feedback will now be visible to the requestor.

Request Feedback – iOS (continued)

To Provide Feedback to a Team Member:

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.

1. Navigate to the search bar and type **Feedback**.
2. Ensure **Tasks and Reports** is selected. Click **Give Feedback**.



3. In the **Workers** field, select the Team Member you want to give feedback to.



NOTE: You can provide the same feedback to multiple Team Members at the same time by selecting their names. This is useful to recognize Team Members who worked on a project or initiative.

4. Click the next arrow.

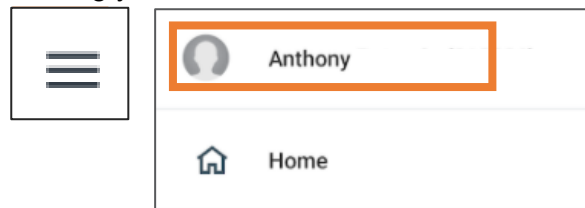
5. If you are providing feedback to one Team Member, select one of the following:

- **Share with [Team Member]:** With this option, the feedback provided will only be visible to the Team Member.
- **Share with Others.** With this option, the feedback will be visible on the Team Member's profile.

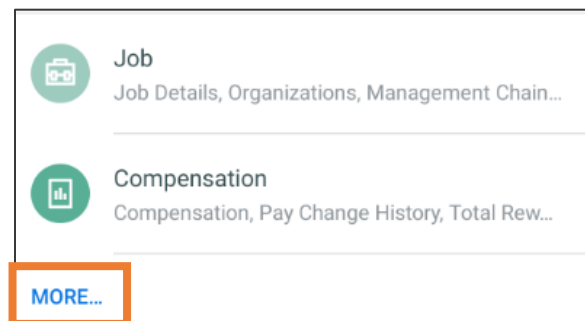
6. In the **Feedback** field, provide written feedback.
7. Select a **Badge** that aligns with the feedback, if desired.
8. In the **Workers to Notify** field, select additional Team Members to notify (i.e. the feedback recipient's manager).
9. Click **Submit**.

Request Feedback - Android

1. Navigate to your profile by clicking the menu in the top left and clicking your name.



2. In the section with Job and Compensation, click **MORE...** and click **Performance**.



3. Click **Feedback Requested**.
4. Click **Get Feedback**.
5. In the From Workers field, select the Team Member(s) you want to request feedback from.
6. In the **Expiration Date** field, enter a date that the request expires. *This field is optional.*
7. In the **Feedback Sharing** section, select one of the following:
 - **Share with me:** With this option, the feedback provided will only be visible to you.
 - **Share with others:** With this option, the feedback provided will be visible to others on your profile.

8. In **Feedback Template** field, the Feedback on Me template populates automatically.
9. In the **Questions** section, edit the **Question** by clicking the pencil icon, or click **Add New** to add a new question.
10. In the **Relates To** field, select a **Capability** the question connects to. *This field is optional.*
11. Click **Submit**. The feedback request has now been sent to the Team Member for completion.

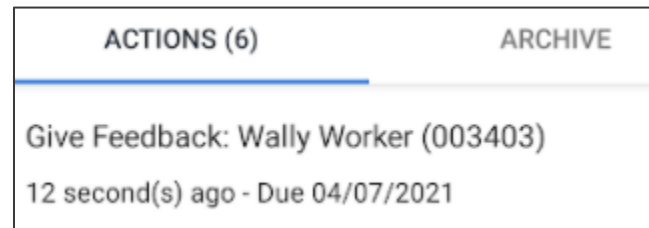
Provide Feedback to Others

When Requested by a Team Member:

1. When a Team Member requests feedback from you, the request will appear in your Workday inbox.



2. Click the **Give Feedback** task.



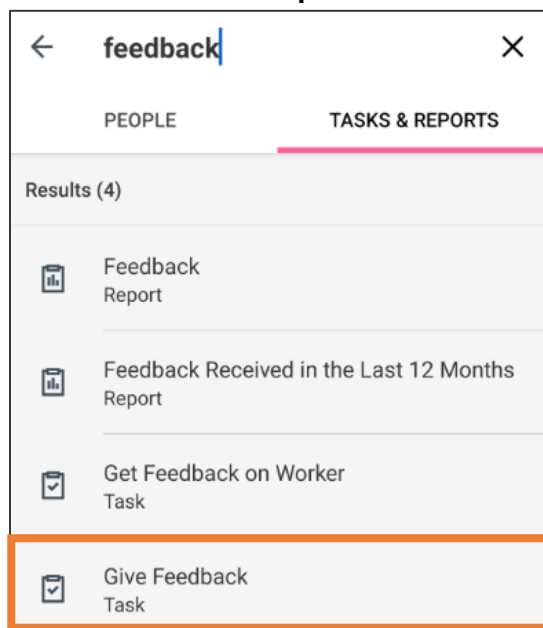
3. Provide and answer for each question in the **Feedback** field or check the box to **Decline** to answer the question.
4. Click **Submit**. The feedback will now be visible to the requestor.

Request Feedback – Android (continued)

To Provide Feedback to a Team Member:

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.

1. Navigate to the search bar and type **Feedback**.
2. Ensure **Tasks and Reports** is selected. Click **Give Feedback**.



3. In the **Workers** field, select the Team Member you want to give feedback to.



NOTE: You can provide the same feedback to multiple Team Members at the same time by selecting their names.

4. Click the next arrow.
5. If you are providing feedback to one Team Member, select one of the following:
 - **Share with [Team Member]:** With this option, the feedback provided will only be visible to the Team Member.
 - **Share with Others.** With this option, the feedback will be visible on the Team Member's profile.
6. In the **Feedback** field, provide written feedback.
7. Select a **Badge** that aligns with the feedback, if desired.
8. In the **Workers to Notify** field, select additional Team Members to notify (i.e. the feedback recipient's manager).
9. Click **Submit**.