Request Anytime Feedback

The objective of this guide is to Request Anytime Feedback for an employee. As a manager, you can request feedback on any member of your team. Feedback is not automatically incorporated into an employee review but is visible to a manager.

Security Role

- Manager

Contents

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1. From the homepage, click on the **Menu**.
2. Select the **Team Performance** application.
3. Under Actions, select **Get Feedback on Worker**.
   - **NOTE:** If you do not see the task, click on **More** to reveal more Actions.
   - You can also access this task by typing **Get Feedback on Worker** directly into the search bar at the top of the page.
4. In the **Worker** field, search and select the name of the individual you wish to collect feedback on. Select **OK**.
5. In the **Who do you want to request feedback from** field, search and select the names of the individual(s) who will provide the feedback.
6. If feedback is marked "Anonymous," then others who can read the feedback will not know who submitted it.
7. In regard to the **Feedback Sharing:**
   - If **"Don't share with"** is selected, then that employee will never see the feedback submitted.
   - If **"Share with others"** is marked, other people leaders with access to the Worker profile will see the feedback.
7. Enter **Question(s)** for the feedback provider to answer. Use the free text box to format your question.
8. Select **Add** to include additional questions.
9. Select **Submit** to send the request for feedback.

Acceptance Criteria

10. Verify that the feedback request has been submitted in your Inbox Archive.