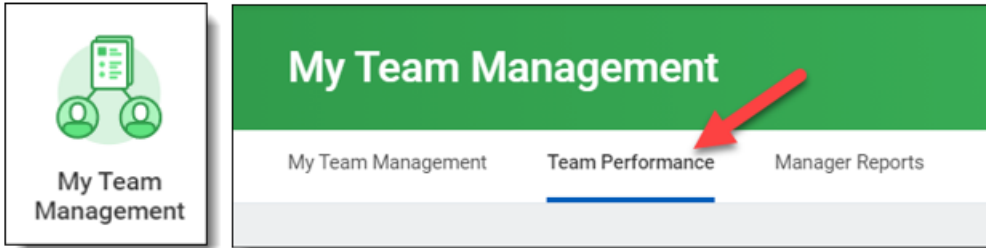


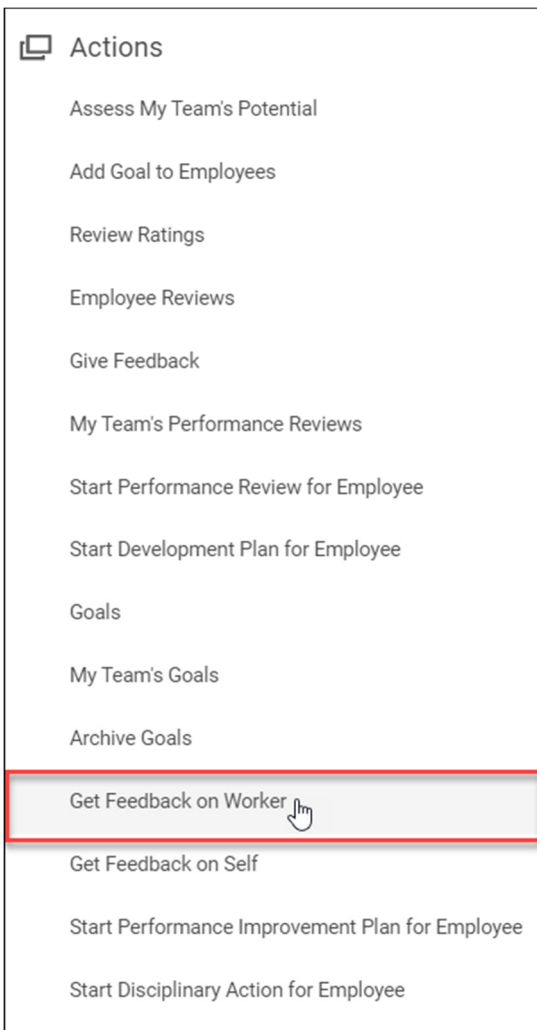
How to get feedback on a worker

This job aid provides step by step instructions on how to get feedback on employees from others.

Step 1: On the *Home Screen*, click the **My Team Management** worklet. Then click on the **Team Performance** Tab.




Step 2: From the *Actions* menu, click **Get Feedback on Worker**.



Step 3:

1. Select the Worker for whom you want feedback on from the drop down menu.
2. Click **OK**.



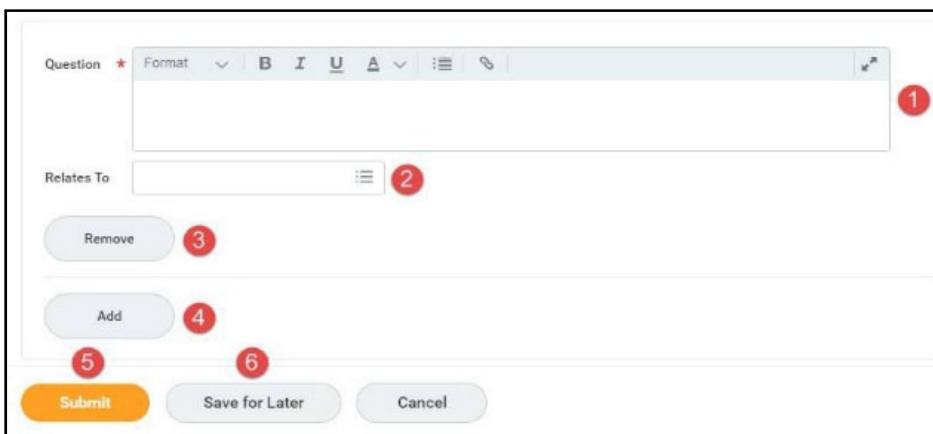
Note: Any section with three dots and lines has a drop down with a list of available options.

Step 3: Complete the following fields.

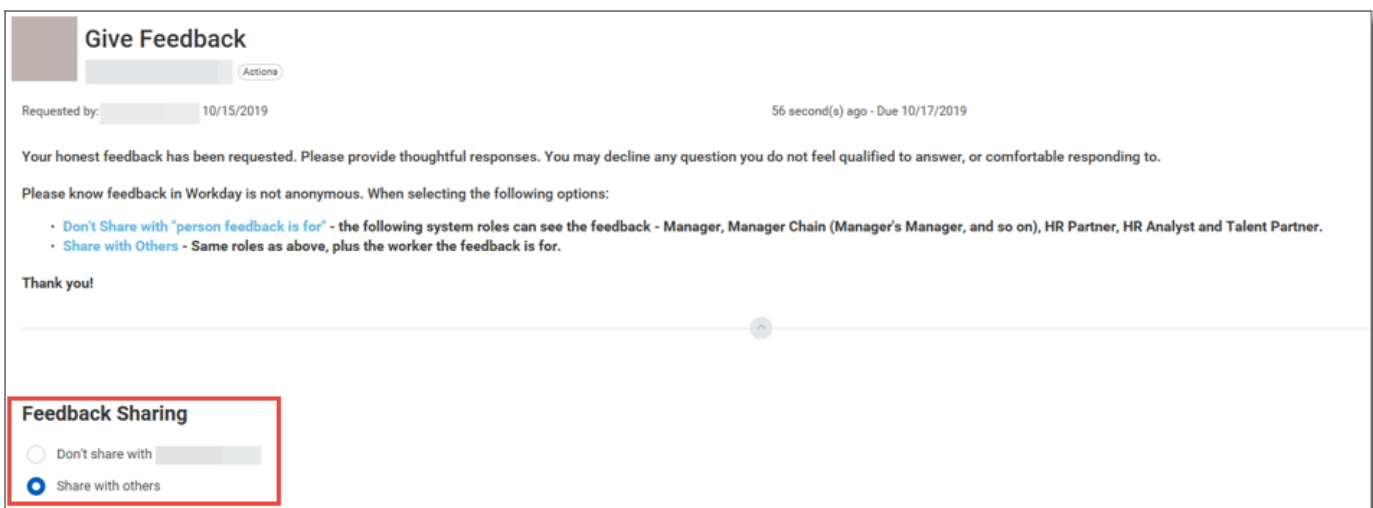
3. In the *From Workers* field, select each person you want to provide feedback from the drop down menu.
4. In the *Feedback Template* field, select a feedback template if you want to use one from the drop down menu.
5. Click **Add** to add a new question.

Step 4: Complete the following fields.

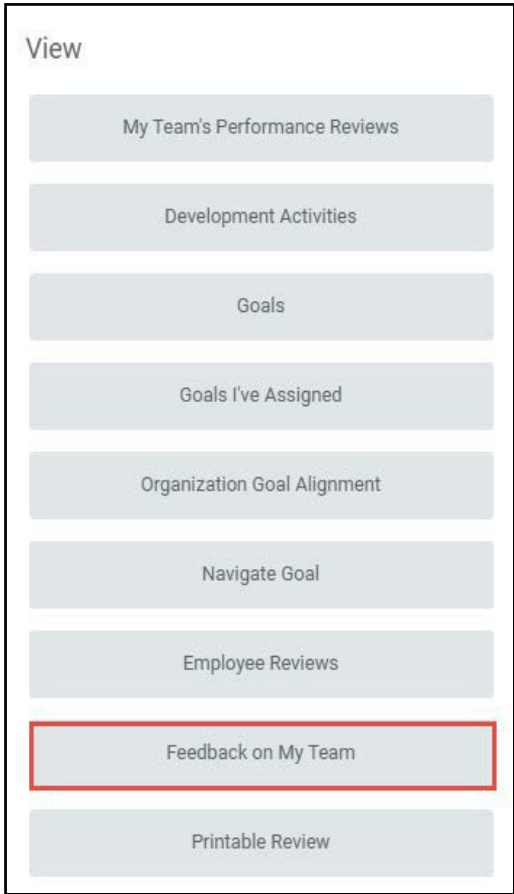
1. In the *Question* field, enter in the question you want people to respond to.
2. In the *Relates To* field, select the competency the question relates to from the drop down menu.
3. If you want to remove the question click **Remove**.
4. If you want to add additional questions click **Add**.
5. When you are done creating the question click **Submit**. The person providing feedback will receive a notification.
6. If you aren't done creating the question(s) click **Save for Later**.



Step 5: You will receive a confirmation when the feedback questions have been submitted. Those providing the feedback have the option to *Share* the feedback with the employee or not by checking the radio button.



Step 6: Once the person(s) provides the feedback, click **Feedback on My Team**.



You'll be able to view the feedback provided on your employee.

8 items

About Photo	About	Feedback Received					
		From	Question	Feedback	Asked By	Type	Date
	Cheryl Gress						
	Delbert Maulsby						
	Domingo Gonzales						
	Lisa Oliver						
	Marian Cox						
	Randolph Khoury						
	Stanley Giffin						
	Bryan Edmunds	Cheryl Gress	What should this employee keep doing (what are their demonstrated strengths)?	test	Lisa Oliver	Requested by Others	05/31/2018 01:34:25 PM