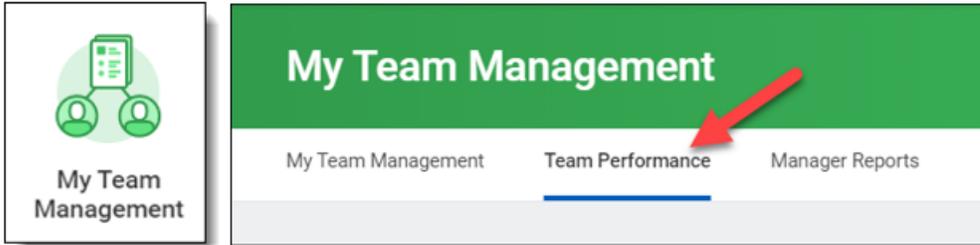


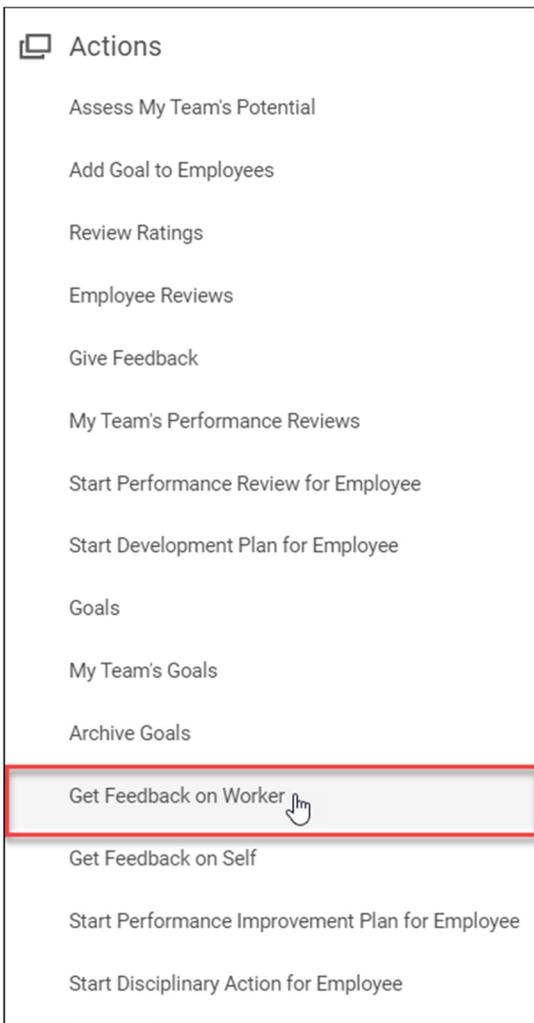
## How to get feedback on a worker

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**.



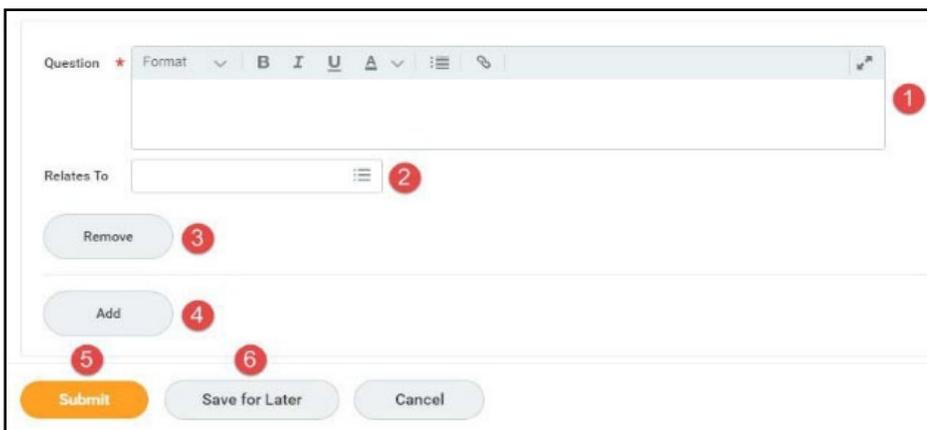
**Note:** Any section with three dots and lines has a drop down with a list of available options.

Step 3: Complete the following fields.

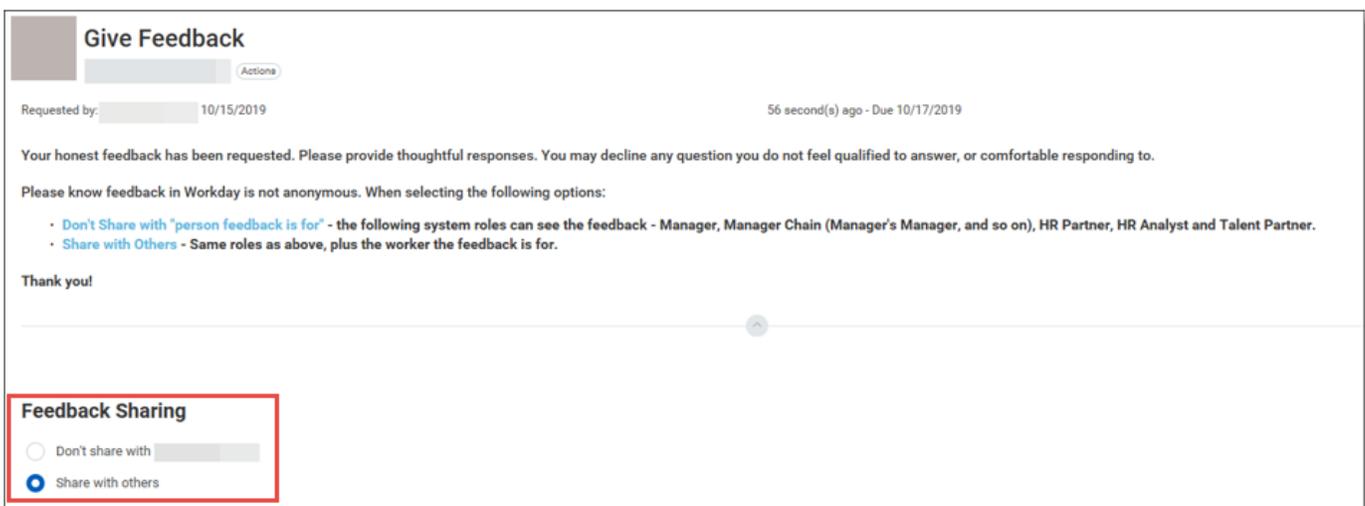
3. In the *From Workers* field, select each person you want to provide feedback from the drop down menu.
4. In the *Feedback Template* field, select a feedback template if you want to use one from the drop down menu.
5. Click **Add** to add a new question.

Step 4: Complete the following fields.

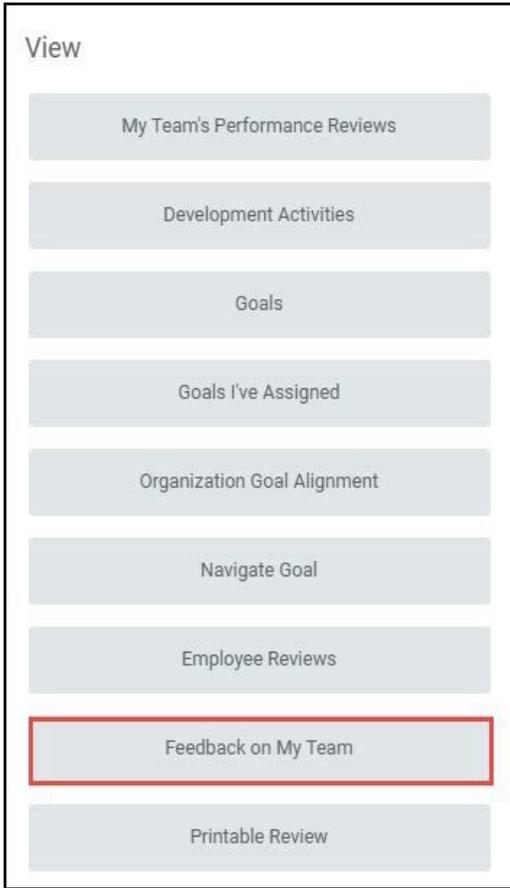
1. In the *Question* field, enter in the question you want people to respond to.
2. In the *Relates To* field, select the competency the question relates to from the drop down menu.
3. If you want to remove the question click **Remove**.
4. If you want to add additional questions click **Add**.
5. When 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.

| About       |                  | Feedback Received |   |          |             |                     |                        |
|-------------|------------------|-------------------|---|----------|-------------|---------------------|------------------------|
| About Photo | About            | 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 |