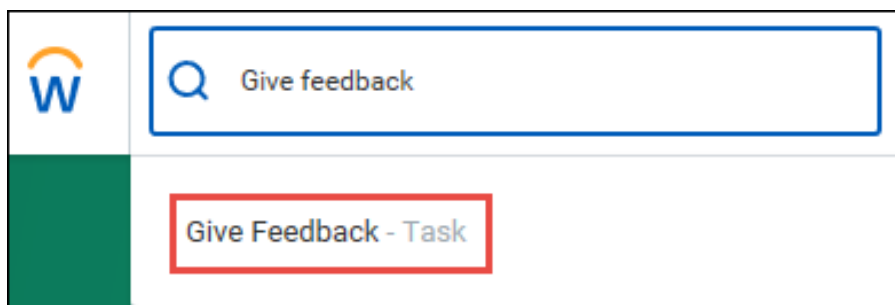


## Feedback, give

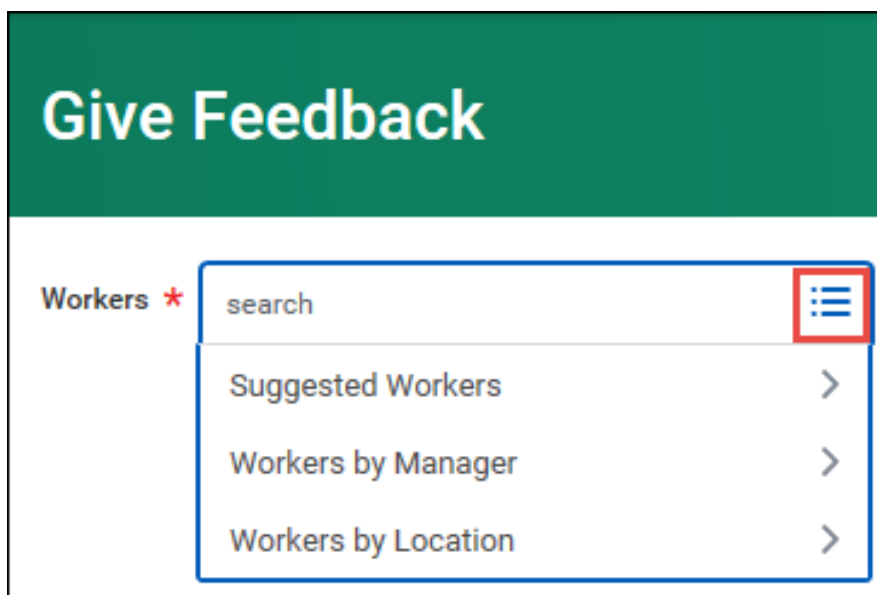
This job aid provides step by step instructions on how to give feedback to another employee regarding their performance.

### Give Feedback:


Step 1: In the Workday Search window, search for “Give Feedback”



Step 2: Type in the **Workers** name you want to give Feedback to, or use the menu prompt to search for the employee. Click **OK**.



Step 3: Click the radio button to designate who can see the feedback (1). Type in your **Feedback** (2). Use the menu prompt to select a **Badge**, if you'd like (3). Click **Submit**.

 If you select "Don't share with \*Employee Name\*", only yourself, and the employee's manager will see your feedback.




**Give Feedback to**  
Jesse Stone

**Feedback Sharing**


Don't share with Jesse Stone













Share with others **1**

**Details**

Feedback \* Normal **B** **I** **U** **A**   

Feedback goes here..... **2**

Badge select one  **3**

-  select one
-  Achievement
-  Bright
-  Comment
-  Creative
-  Educational
-  Fun!
-  General
-  Innovative
-  Inspiring
-  Medal
-  Problem Solver

**Submit** Save for Later Cancel