

MANAGING FEEDBACK FOR DIRECT REPORTS

THIS GUIDE IS FOR: MANAGERS

As a manager, you have the ability to request feedback on your team, review feedback that has been provided and provide feedback yourself.

REQUEST FEEDBACK ON A DIRECT REPORT

1. From your Workday@OK homepage, select **View All Apps → Team Performance**.
2. Under **Actions** on the right side of the page, select **More** and **Get Feedback on Worker**. Note: You can also access this task by typing **Get Feedback on Worker** directly into the search bar at the top of the page.
3. In the **Worker** field, search and select the name of the individual you wish to collect feedback on. Select **OK**.
4. In the **Who do you want to request feedback from** field, search and select the names of individual(s) who will provide the feedback.
5. Enter **Question(s)** for the feedback provider to answer.
6. Use the free text box to format your question.
7. Select **Add** to include additional questions.
8. Select **Submit** to send the request for feedback.
9. Once the feedback request form has been completed, it will appear in your **Inbox** for approval before appearing on the employee's **Worker Profile**.

Note: Entering individual questions into their own text boxes, rather than all questions in a single box, allows responses to align to specific questions. This also allows those providing feedback the option to decline an individual question if they don't feel that it is applicable.

REVIEWING FEEDBACK PROVIDED FOR YOUR DIRECT REPORTS

1. To view feedback provided for your direct reports, navigate directly to the employee's **Worker Profile**.
2. Select **Feedback** from the **Profile Menu** on the left side of the page.
3. Select the tabs to view **Feedback Received**, **Feedback Requested** and **Feedback Given** on your direct report.

Note: You have the option to request feedback on a direct report or provide feedback yourself directly from **Feedback Received** tab by selecting the **Get Feedback** or **Give Feedback** button at the bottom of the page, respectively.