REQUEST AND GIVE FEEDBACK
FOR: EMPLOYEES

TOPICS COVERED

- Request Feedback
- Give Feedback (Requested)
- Give Feedback (Unsolicited)

*use this function to document Flexible Work Arrangements

OVERVIEW

This job aid outlines the steps to request and receive feedback in Workday. You may give feedback, request feedback on others, or request feedback for yourself. For instructions on documenting a Flexible Work Arrangement, please review the Give Feedback (Unsolicited) instructions.

REQUEST FEEDBACK

NEED TO KNOW:

- The person requesting feedback determines who can see the feedback by selecting one of the following options under Feedback Sharing:
  - Getting Feedback (on a worker)
    - Don’t share with the employee: only the individual giving the feedback and the employee’s Career Manager and Job Leader will see the feedback
    - Share with others: the individual giving the feedback, the employee, and their Career Manager and Job Leader will see the feedback
  - Getting Feedback on Self
    - Share with the employee: the employee and the individual providing the feedback will see it
    - Share with others: the employee, the Career Manager and Job Leader, and the individual providing the feedback will see it
- To receive feedback from a client, collect the feedback outside of Workday, then cut and paste the feedback into your goals

WORKDAY STEPS

1. Navigate to your Profile
2. Select Performance from the blue bar on the left
3. Click the Feedback Received tab
4. Click Get Feedback at the bottom of the page
5. Enter the employee from whom you’d like to receive feedback in the From Workers field
6. Click the appropriate radio button under Feedback Sharing?
7. Enter the template to use in the Feedback Template field
8. In the Feedback Template edit the items if desired
9. Click Add to add additional questions (optional)
10. Click Relates To and select specific Firmwide Behaviors and/or Performance Expectations (optional)
11. Click Submit
   Result: The employee you selected will receive a Give Feedback task in their Workday Inbox.
Note: They employee you selected has the option to decline to provide feedback to one or more questions or decline all. They are prompted to provide a reason if they choose to decline.

WHAT HAPPENS NEXT: Requestor receives a Workday notification. To view provided feedback, click the Performance tab then click Feedback Given.

GIVE FEEDBACK (REQUESTED)

NEED TO KNOW:
- You will receive a Give Feedback task in your Workday Inbox when someone requests feedback from you
- Feedback Sharing is determined by the person initiating feedback. Your feedback will be shared as one of the following options:
  - Don’t share with the employee: you and the employee’s Career Manager and Job Leader will see the feedback
  - Share with the employee: only you and the employee will see the feedback
  - Share with others: you, the employee, their Career Manager and Job Leader will see the feedback
- You can Decline to respond to one or more questions, or you can Decline All
- Enter a Reason for declining to respond

WORKDAY STEPS
1. Click the Give Feedback task in your Workday Inbox
2. Enter your comments in the Feedback field(s)
3. Click Submit

WHAT HAPPENS NEXT:
The requester receives a Workday Notification that the feedback was submitted

GIVE FEEDBACK (UNSOLICITED)

NEED TO KNOW:
- For a successful Flexible Work Arrangement (FWA), it is important the Career Manager communicates expectations and documents terms and conditions of the Full-time Telework (consistently works more than 75% of their hours remotely for more than 90 days) and Part-Time arrangement in Feedback in Workday
  - Tips on What to Document
    - Clear objectives, deliverables, timing and quality of work to set expectations
    - Established schedule, hours and primary location at which the employee is to work
    - If there are substantive changes to a previously-document FWA
    - The end of any FWA
- When documenting Flexible Work Arrangement in Feedback, the appropriate radio button to select is Share with others.
**WORKDAY STEPS**

1. Enter the *employee’s name* in the *Search* field
2. Click their *Name* from the list that displays
3. Click *Performance* in the blue bar on the left

4. Click *Give Feedback* on the bottom of the page
5. Click the appropriate *radio button* under *Feedback Sharing*
6. Enter *comments* in the *Feedback* field under *Details*
7. Select a *Badge* to add to your feedback (optional)
8. Click *Submit*

**WHAT HAPPENS NEXT:**

- The employee to whom you provided feedback receives a *Workday Inbox* task to *Approve* or *Deny* the feedback (the option to Deny is only available when the feedback has been marked *Share with Others*)
- If an employee denies approval for the feedback, they must provide a reason
- If denied the *Give Feedback* task in your *Workday Inbox Archive* will indicate that it was denied
- View feedback you have provided on your *Workday Profile*. Click the *Performance* tab then click *Feedback Given*