GIVE AND GET FEEDBACK EMPLOYEE JOB AID

There are multiple ways to give and get feedback against your performance in Workday from Booz Allen employees, your job leader, or your career manager. Feedback is encouraged on an ongoing basis.

1. **Get Feedback – Solicited from a Booz Allen colleague** – when you want to receive feedback in Workday from a Booz Allen employee. You can make the feedback visible by all by selecting the **Everyone** option. The Everyone option makes feedback visible to all individuals who visit your Workday profile. If you want the feedback shared with you and the provider only, select the **Each worker selected and me** option.

2. **Get Feedback – Solicited from external Clients** – when you want to receive feedback from a client, you must collect the feedback outside of Workday, but you may cut and paste the feedback into your Goal Activity (see Set or Update Your Goals Job Aid)

3. **Give Feedback – Solicited** – when someone asks you for your feedback in Workday, the solicitor of the feedback has the choice of making the feedback visible to himself/herself and you or to Everyone (all employees inclusive of requester’s manager, via Workday profile). Once in the task, if the employee has opted to make the feedback visible only to himself/herself and you, you, as the provider of feedback, will see a note that says your feedback will not be shared with manager; if that note is not there, the feedback you provide will be visible to everyone.

4. **Give Feedback – Unsolicited** – when you want to give someone feedback in Workday without being asked to do so, you, as the provider, can choose to make the feedback visible to Everyone, the Employee and you only, or to the Employee’s manager and you only.

   - When feedback is provided unsolicited and shared with Everyone, it is fully public and viewable by all individuals who visit that employee’s Workday profile.

   - When the Employee and me option is selected, feedback is visible to you and the employee only.

   - When the Employee’s manager and me option is selected, feedback is visible to you and the employee’s manager only.
GET FEEDBACK (SOLICITED)

When you want to receive feedback in Workday from a Booz Allen employee (e.g., at a project milestone, after a key deliverable, end of a project, etc.), you can make the feedback you get visible to only yourself, or to your manager and yourself.

1. Under the **Profile** icon (your picture in the top right corner), click on **View Profile** and then **Performance**

2. Click on the **Feedback Received** tab and then **Get Feedback**

3. Select who you want to ask for feedback from the dropdown search, or you can type an employee name or ID number in the search bar

4. The **default visibility** of **Get Feedback** is **Everyone**. The Everyone option makes feedback visible to all individuals who visit your Workday profile. If you want the feedback shared with you and the provider only, select the **Each worker selected and me** option.

5. Under **Questions**, select feedback template(s) or type in your own questions to gather feedback

6. You may also request feedback on a **Firmwide Behavior and/or Performance Expectation** by selecting **Relates To**

7. Once complete, click **Submit**

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NOTE: After you click Submit, the employee you selected will receive an Action in his/her Inbox to Provide Feedback. They have the option to decline to provide feedback to one or more questions or decline all, and are asked to provide a reason if they choose to decline.

NOTE: Click on Details to see a list of who you asked for feedback and what the questions were. Click on Process to see the status of the request.

8. Feedback that you have received is viewable on your Profile under Performance > Feedback Requested > Feedback Received.

GIVE FEEDBACK (SOLICITED)

Your feedback may be requested by another employee or your manager. Responding to requests for feedback are important for a person’s growth and development.

When someone asks you for your feedback in Workday, the solicitor of the feedback has the choice of making the feedback visible to himself/herself and you or to Everyone (all employees inclusive of requester’s manager, via Workday profile). Once in the task, if the employee has opted to make the feedback visible only to himself/herself and you, you, as the provider of feedback, will see a note that says your feedback will not be shared with manager; if that note is not there, the feedback you provide will be visible to everyone.

1. Click the action in your Workday inbox to respond to a request to Give Feedback.

2. Scroll through to review the question(s) and provide your response or click Decline. If you decline to give feedback, you will be asked to provide a Reason. When providing feedback, remember the feedback should be constructive and honest to help the employee develop.

NOTE: Feedback shared with employees is viewable by all (all employees inclusive of requester’s manager, via Workday profile), unless the employee requesting the feedback selects the Each worker selected and me option. If the feedback request is viewable by the employee and you only, a note will appear in the feedback request.
3. You may choose to Decline All or Save for Later. Once complete, click Submit

4. Feedback that you have provided is viewable on your Profile under Performance, Feedback Given

GIVE FEEDBACK (UN SOLICITED)

1. At any time, you can choose to provide feedback to an employee in Workday without being asked to do so. This can be positive feedback or a development area for improvement. As the provider, you can choose to make the feedback visible to Everyone, the Employee and you only, or to both the Employee’s manager and you only.

2. Search for the employee’s profile by typing the employee’s name in the Search box

3. Once in the employee’s profile, click Performance, Feedback Received and Give Feedback in the bottom left-hand corner of the screen
4. You can choose who will see your feedback.
   - When feedback is provided unsolicited and shared with **Everyone**, it is fully public and viewable by all individuals who visit that employee’s Workday profile.
   - When the **Employee and me** option is selected, feedback is visible to you and the employee only.
   - When the **Employee’s manager and me** option is selected, feedback is visible to you and the employee’s manager only.

5. In the **text box**, type your feedback. You can also choose a **Badge** as a fun way to acknowledge the employee by clicking on the **dropdown menu**. Badges can only be viewed in the feedback received section of the profile.

6. When done, click **Submit**.

7. Feedback that you have provided is viewable on your **Profile** under **Performance, Feedback Given**

8. If you selected to have the employee view the feedback they will receive a task to approve or deny the public view