CAREER MANAGER JOB AID
GET FEEDBACK ON AN EMPLOYEE

Career managers are expected to collect and provide 360° feedback to employees about their performance. Feedback should address the employee’s impact against goals as well as their strengths and growth areas related to the Firmwide Behaviors and Performance Expectations. Career managers can request feedback from others who have worked with an employee. There are two feedback templates to choose from in the dropdown selection: General Feedback or Post Project Feedback.

1. From the homepage, click the Team Performance worklet
2. Under Actions, click more, then Get Feedback on Employee
3. Type an employee name or ID in the search box, or use one of the other categories listed to find the employee, click enter and then click OK
4. Select the person(s) who you want to ask for feedback from the From Workers search box.

![Image of From Workers search box]

**NOTE:** You have two Feedback visibility privacy options:

- **Each worker selected and me**
  - The *default visibility* of feedback is *Each worker selected and me.* Each worker selected and me option is **NOT** shared with the employee you are requesting feedback on. This option makes the feedback visible to you as the requester and the provider only.

- **Everyone**
  - The **Everyone** option makes feedback visible to the employee you are requesting feedback on and all individuals who visit that employee’s Workday profile. The feedback is publicly displayed for all within the profile.

5. You may write a question in free text **Question** field or choose questions from the **Feedback Templates** for General Feedback or Post Project Feedback.

![Image of feedback options]

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6. You may add additional questions. When complete, click **Submit**

7. You may request feedback on [Firmwide Behaviors and Performance Expectations](#) by selecting **Relates To**

8. The people you have requested feedback from have the option to **Give Feedback or Decline**. When declined, the provider is asked to **provide a reason** (e.g., they did not work closely with the person).

**NOTE:** You can view a list of all the feedback provided for an employee by clicking on the **Team Performance** worklet, then view under **Feedback on My Team**