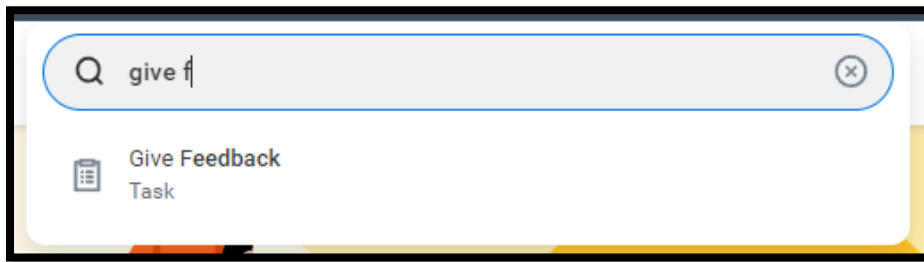


Getting Started: View and Give Feedback

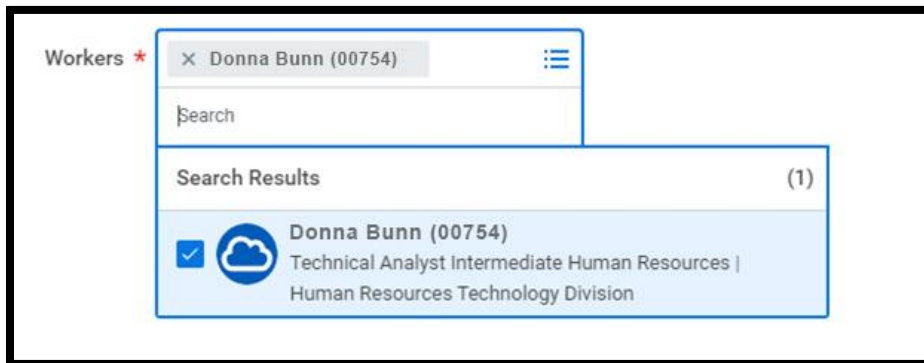
GIVE FEEDBACK

Anyone can provide feedback to another worker/employee at any time using this Workday option. With feedback, you can share specific information about the person's actions or behaviors and how their actions or behaviors impacted the patient, member, learner, team/department or Geisinger overall. Remember to keep your feedback specific and work-related.

1. From the Search bar type **Give** or **Feedback** to see the task appear and select it.

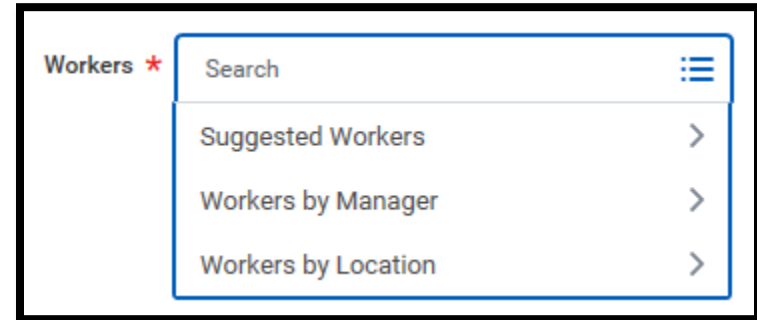


2. Search for the person you wish to give feedback about by typing their name in the search bar.

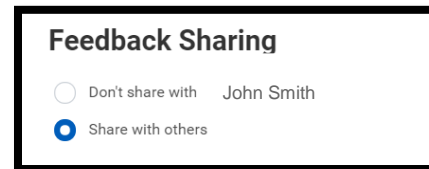


3. You can also use the dropdown menu to identify the

worker/employee. You can choose from suggested workers who report to the same manager as you or by manager or location.



4. Once the worker/employee is selected, click **OK**.
5. Choose a Sharing option.





6. Enter the specific details in the **Feedback** text field, including:
 - **Don't Share with** – This feedback will only be shared directly with the individual's manager and will not be visible to the employee/worker.
 - **Share with others** – This feedback will appear on the person's profile and can be seen by them and others who have permission to see their performance information.
6. Enter the specific details in the **Feedback** text field, including:
 - The event or situation
 - Actions or behaviors the individual demonstrated
 - The result of their behavior and how it impacted the patient, member, learner, team/department or Geisinger.

Getting Started: View and Give Feedback

7. Click **Submit**.

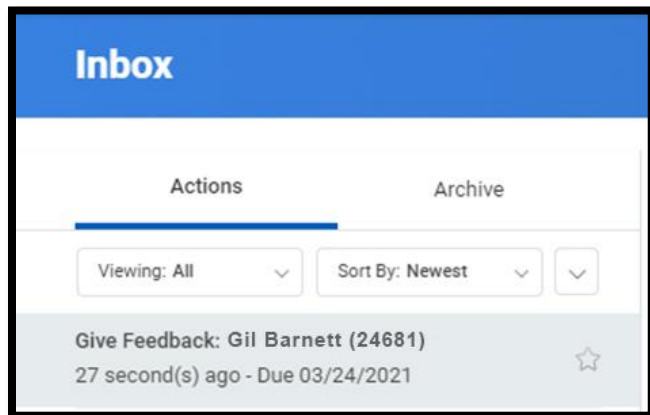
VIEW FEEDBACK RECEIVED FROM OR GIVEN TO OTHERS

To view feedback you have received or shared:

1. Click your **Profile** icon  > **View Profile**.
2. Click the **Actions** button. 
3. Select **Talent** > **View Feedback** to view feedback you have received or Select **Talent** > **View Feedback Given to Others** to view feedback you have shared.

PROVIDE REQUESTED FEEDBACK

When a manager requests feedback on one of their team members, a **Give Feedback** task will appear in your Workday Inbox. A manager can request feedback from anyone within the organization.



From your Inbox:

1. Select the **Give Feedback** task.
2. Enter your feedback into the Feedback fields. Remember to be as specific as possible and keep the feedback work-related.



Note: The feedback will include specific questions that you are required to answer in order to submit the form.

3. Click **Submit** to send your feedback.

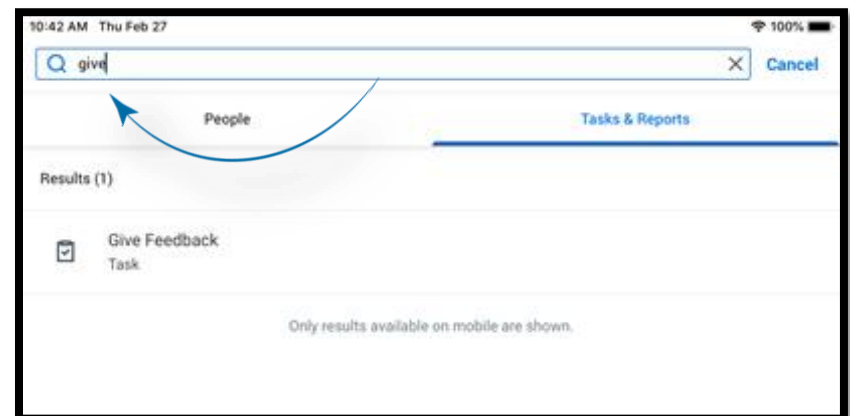
MOBILE

PROVIDE FEEDBACK

You can also provide feedback from your mobile device.

From the home page:

1. Search the word **Give** within the Tasks & Reports tab.



Getting Started: View and Give Feedback

2. Select the **Give Feedback** Task.
3. Choose a Sharing option. (Refer to Step 5 above)
4. Enter the specific details in **Feedback** text field including:
 - The event or situation
 - Actions or behaviors the worker/employee demonstrated
 - The result of their behavior and how it impacted the patient, member, learner, team/department or Geisinger

5. Tap **Submit** to send your feedback. Depending on the Sharing option you chose, your feedback may display on the employee's/worker's Profile page.

VIEW FEEDBACK MOBILE

1. Enter your **Profile**.
2. From the ellipses (“...”) on your profile home page, select **Talent**.
3. Next, click **View Feedback**.

