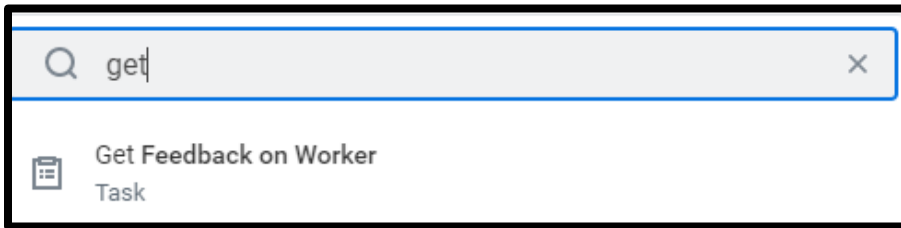


Getting Started: Getting and Giving Feedback

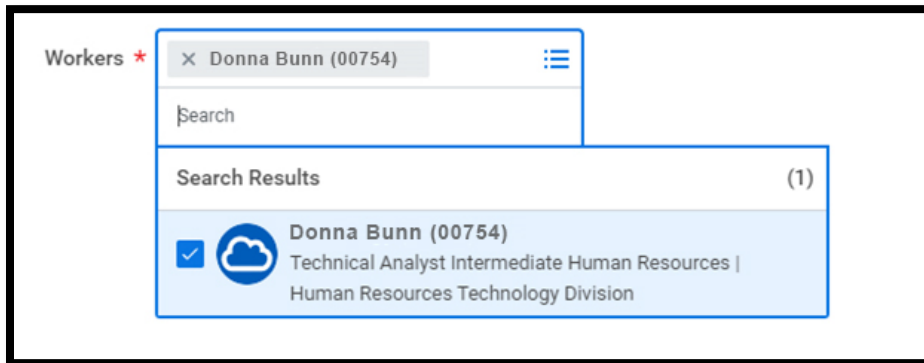
GETTING FEEDBACK INSTRUCTIONS

As a manager, you can request feedback for your direct and indirect reports from anyone in the organization using this Workday option. This feedback can provide additional information as you are preparing the individual's annual performance review.

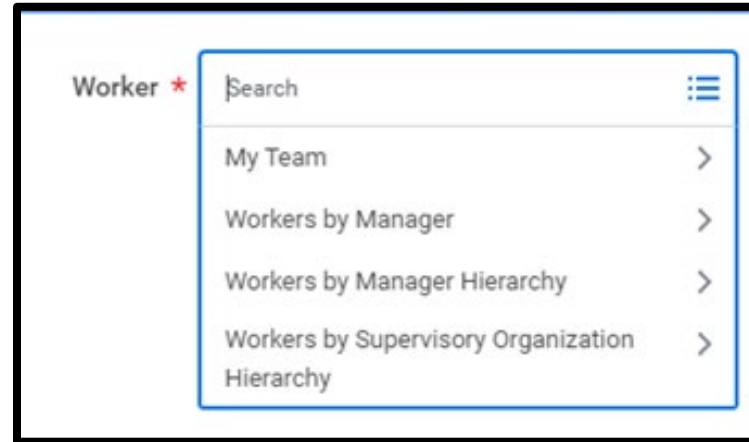
1. From the Search bar type **Get** or **Feedback** to see the task appear and select it.



2. Search for your direct or indirect report that you would like to receive feedback on.



3. You can also use the dropdown menu to identify the worker/employee. You can choose from workers by supervisory organization, by manager, by manager hierarchy or by supervisory organization hierarchy.



4. Once the worker/employee is selected, click **OK**.
5. Identify the employee/worker who you would like to request feedback from.



Getting Started: Getting and Giving Feedback

6. Choose a Sharing option.

Feedback Sharing

Don't share John Smith

Share with others

- **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.

7. Select the appropriate feedback template.

- **Anytime Feedback** – This template can be used for requesting overall feedback regarding your employee/worker.
- **Role-Requested Feedback** – This template can be used to obtain feedback associated with a particular project.



Note: Within either feedback template, you can:

1. Modify the content of an item by clicking in the text box and changing the information
2. Remove questions
3. Add questions

Question * Format B I U A : |

Were the employee skills what you were expecting?

Remove

Question * Format B I U A : |

Would you request this employee for a project again?


Remove

Add



8. Click **Submit**. A task will appear in the Workday Inbox of the employee/worker you requested the feedback from.

Getting Started: Getting and Giving Feedback

VIEW REQUESTED FEEDBACK

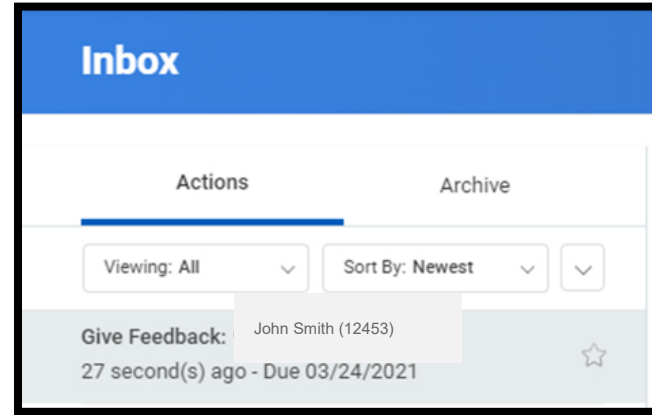
When the feedback you requested is submitted, you will receive a Workday notification.  To view the requested feedback, select the notification and within the notification click on the details.

ADDITIONAL WAYS TO VIEW FEEDBACK

1. Search for your employee
2. Click their **Profile** icon  > **View Profile**.
3. Click the **Actions** button. 
4. Select **Talent** > **View Feedback by Request** to view the feedback you requested or Select **Talent** > **View Feedback** for all feedback received for the employee/worker.

PROVIDE REQUESTED FEEDBACK

When a manager requests feedback on one of their direct or indirect reports, a **Give Feedback** task will appear in the employee's Workday Inbox.



From the individual's Inbox:

1. Select the **Give Feedback** task.
2. Enter 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.

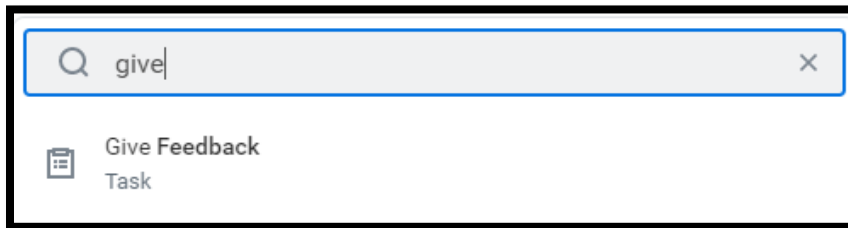
Getting Started: Getting and Giving Feedback

GIVE FEEDBACK INSTRUCTIONS

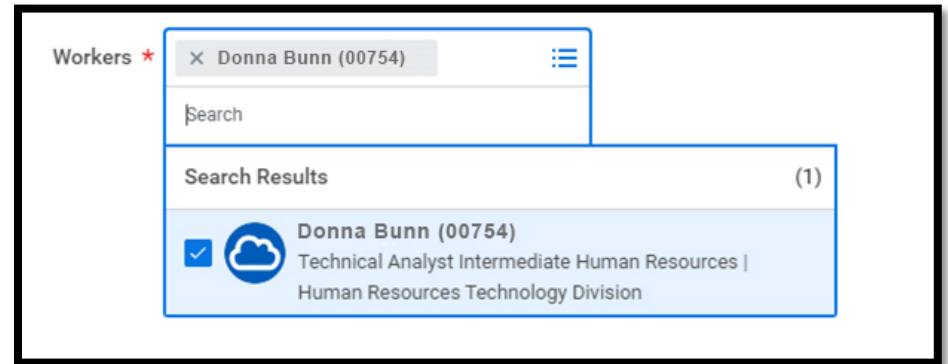
Anyone can provide feedback to another worker/employee at any time using this Workday option. As a manager, you can also capture feedback for your direct reports within Workday. This feedback is a great resource as you are preparing for the employee's performance review.

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.

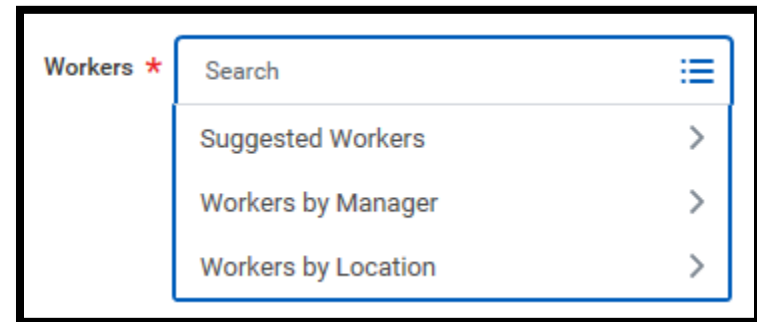
1. From the Search bar type **Give** or **Feedback** to see the task appear and select it.



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



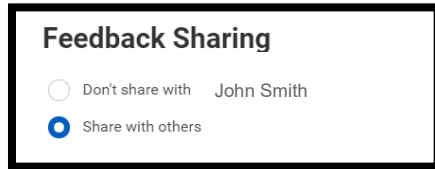
3. You can also use the dropdown menu to identify the worker/employee. You can choose from suggested workers who report to the same manager as you or by manager or location.



4. Once the worker/employee is selected, click **OK**.

Getting Started: Getting and Giving Feedback

5. Choose a Sharing option.



The screenshot shows a 'Feedback Sharing' dialog box with two radio button options. The first option is 'Don't share with John Smith' and is currently unselected. The second option is 'Share with others' and is selected, indicated by a blue dot inside the radio button.

- **Don't Share with** – This feedback will only be shared with you and will not be visible to the employee/worker. As manager, you can capture information from 1:1 meetings with your employee that you will want to remember at performance review time.
- **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.

7. Click **Submit**.

This feedback will be available for the manager to view in the employee's Profile and when completing the employee's performance review.