



EMPLOYEE SELF–SERVICE
USER GUIDE

Get Feedback on Self



How to Request Feedback on Self



Get Feedback on Self

Get Feedback on Self - Task

To start the 'Get Feedback on Self' process, you can type **Get Feedback on Self** in the **search bar** from your Workday homepage. The task should appear in the drop-down menu, **click** the task.

Get Feedback on Self
Ellesse Turner Actions

Via the Get Feedback on Self task, you will be able to select the Employee(s) you want to provide you with feedback by selecting their names from the '**From Workers**' search box. To find an employee, type their name into the box and hit enter, and their name will appear to be selected. You can select one or multiple employees at the same time.

From Workers *
 Matt Smith ...
 Sara Gonzalez ...

The **Feedback Template and Questions** will auto-populate and should not be removed or changed. These are the questions that the selected employees above will respond to with feedback on yourself.

Questions

Feedback Template
 Get Feedback on Self - Locked ...
 Template

Question * What would you say are strengths that I have demonstrated as we've worked together?

Question * What is the one area or skill that I should focus on improving?

Question * How do you see me demonstrating our values?

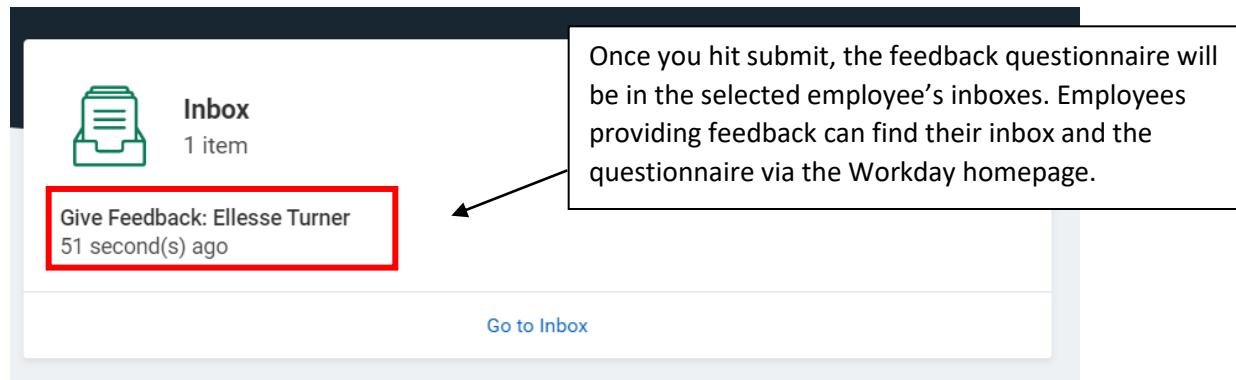
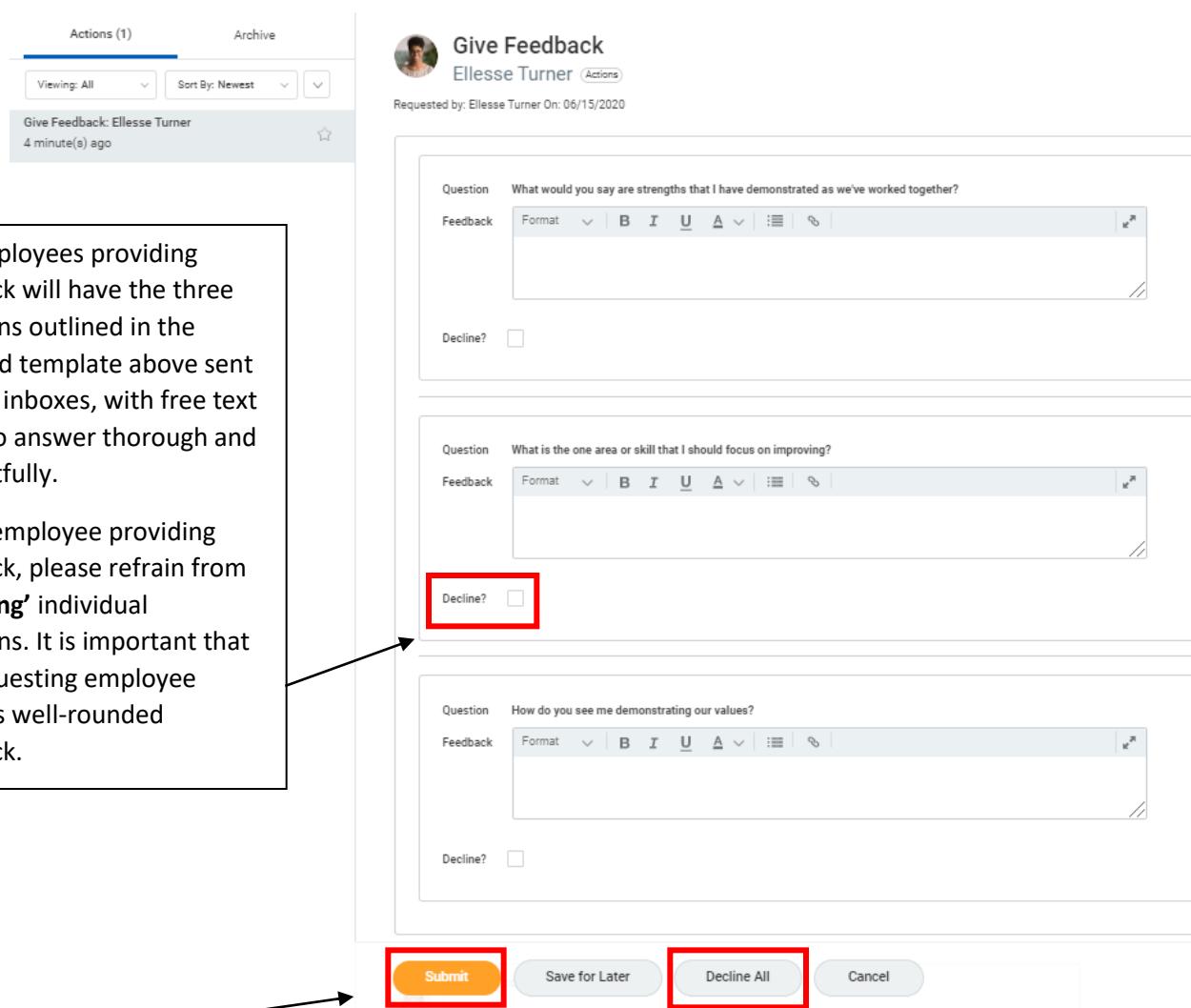
Submit

Save for Later

Cancel

You can click submit once you have populated the From Workers box.

Give Requested Feedback

The employees providing feedback will have the three questions outlined in the standard template above sent to their inboxes, with free text space to answer thorough and thoughtfully.

As the employee providing feedback, please refrain from **'declining'** individual questions. It is important that the requesting employee receives well-rounded feedback.

If you feel that you are not an appropriate person to be providing feedback about the requesting employee, you do have the option to **Decline All** feedback, which is preferred over declining individual questions themselves.

However, if this is not the case, once all questions are answered, you can click **Submit**. Your responses will be sent to the employee's manager for review.

Manager Review and Viewing Approved Feedback

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Give Feedback: Ellesse Turner 1 minute(s) ago

Review

Give Feedback: Ellesse Turner [Actions](#)
1 minute(s) ago

For Sara Gonzalez

Overall Process Give Feedback: Ellesse Turner

Overall Status In Progress

Details to Review

From Sara Gonzalez
About Ellesse Turner

Question What would you say are strengths that I have demonstrated as we've worked together?
Feedback Ellesse's greatest strength is her depth of knowledge related to her work. She is a great asset to this company!
Declined

Question What is the one area or skill that I should focus on improving?
Feedback Ellesse should focus on her time management skills.
Declined

Question How do you see me demonstrating our values?
Feedback Ellesse demonstrates teamwork on a daily basis - whether than be within her own team or with clients.
Declined

enter your comment

Approve **Deny** **Cancel**

Once the requested feedback is submitted, the manager of the requesting employee will need to review the feedback and provide either an approval or deny. The completed feedback will be sent directly to the manager's inbox, which can be found via the Workday homepage.

You can see who the feedback is about and who it's about within the review step.

To approve or deny, click the 'Approve' or 'Deny' button.

Quotient | Q elles

Greater Than Award Nominations **360 Reviews**

3 Items

Photo	Feedback From	Requested By	Date	Questions Asked	Responses
	Sara Gonzalez	Ellesse Turner	06/15/2020	How do you see me demonstrating our values?	Ellesse demonstrates teamwork on a daily basis - whether than be within her own team or with clients.
				What is the one area or skill that I should focus on improving?	Ellesse should focus on her time management skills.
				What would you say are strengths that I have demonstrated as we've worked together?	Ellesse's greatest strength is her depth of knowledge related to her work. She is a great asset to this company!

Feedback

Manager approved feedback will appear on the employee's profile under the **Feedback tab > 360 Reviews**. The employee themselves and management chain will be able to view approved feedback.