



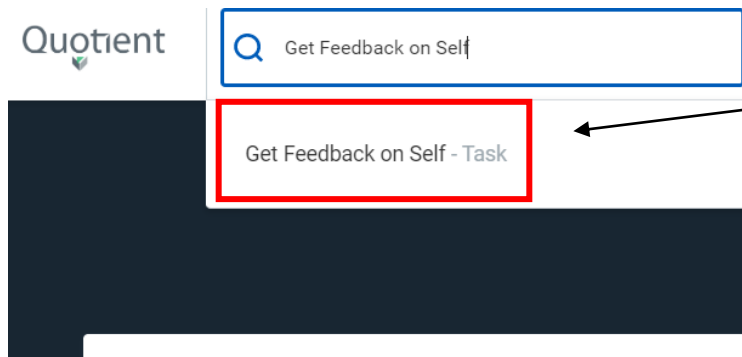
EMPLOYEE SELF-SERVICE  
USER GUIDE

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**Get Feedback on Self**



### How to Request Feedback on Self

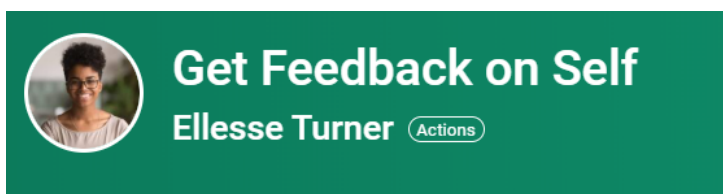


Quotient

Get Feedback on Self

Get Feedback on Self - Task

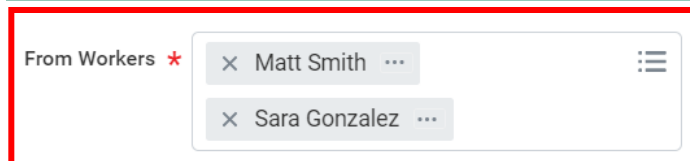
To start the 'Get Feedback on Self' process, you can type **Get Feedback on Self** in the **search bar** from your Workday homepage. The task should appear in the drop-down menu, **click** the task.



**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.

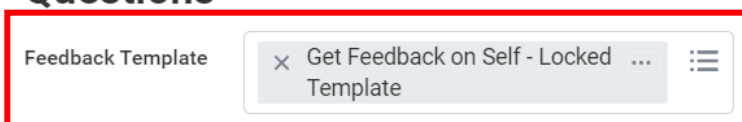


From Workers \*

× Matt Smith ...

× Sara Gonzalez ...

### Questions



Feedback Template

× Get Feedback on Self - Locked Template ...

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.

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

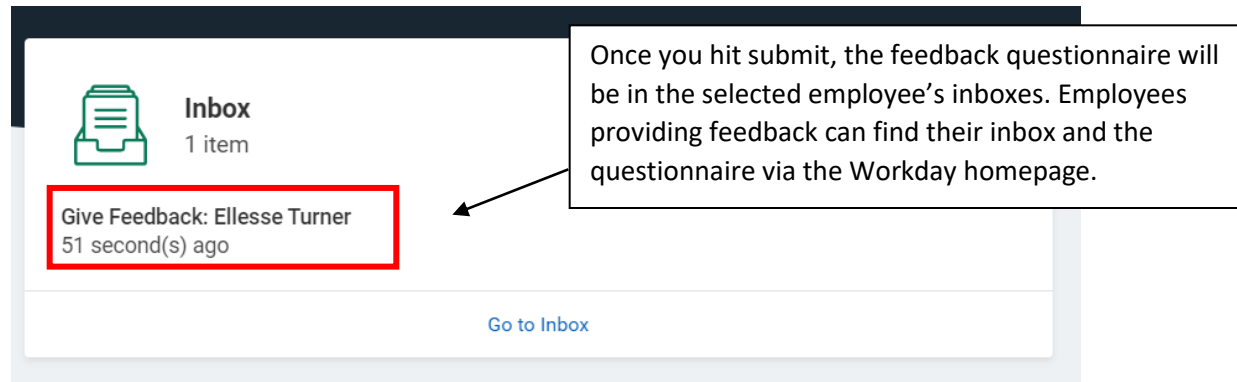
Question \* What is the one area or skill that I should focus on improving?

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

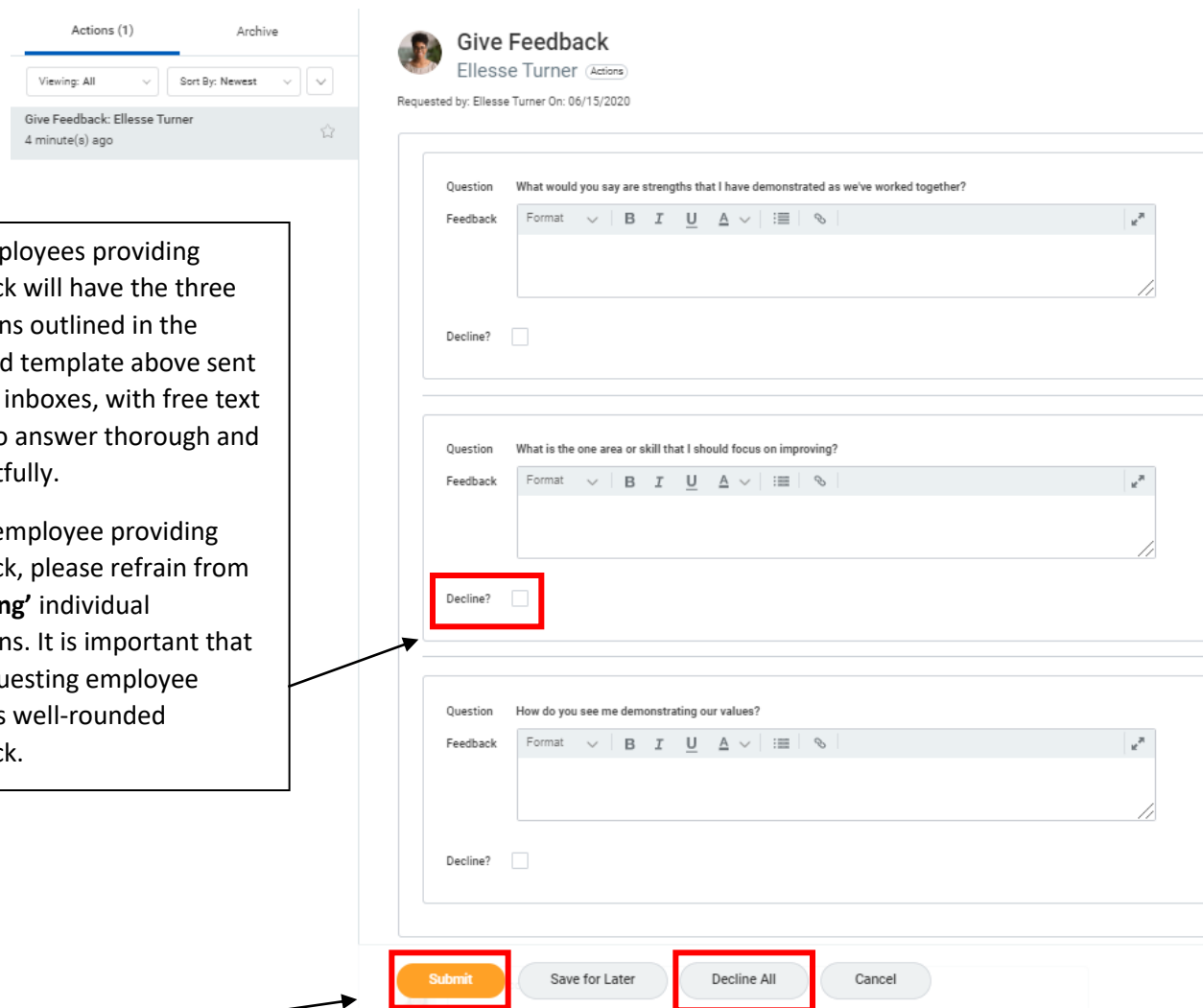


Once you hit submit, the feedback questionnaire will be in the selected employee's inboxes. Employees providing feedback can find their inbox and the questionnaire via the Workday homepage.

**Inbox**  
1 item

Give Feedback: Ellesse Turner  
51 second(s) ago

[Go to Inbox](#)



**Give Feedback**  
Ellesse Turner (Actions)  
Requested by: Ellesse Turner On: 06/15/2020

Actions (1) Archive  
Viewing: All Sort By: Newest

Give Feedback: Ellesse Turner  
4 minute(s) ago

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

Feedback:

Decline? ☐

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

Feedback:

Decline? ☐

Question: How do you see me demonstrating our values?

Feedback:

Decline? ☐

**Submit** Save for Later **Decline All** Cancel

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

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

elles

Ellesse Turner

Sr Analyst

Actions

Email

Team

Summary

Job

Overview

Compensation

Time Off

Contact

Career

Performance

Feedback

Greater Than Award Nominations

360 Reviews

3 items

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

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.