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**Instructions for Step 5:**

Start Performance Review (with the Option to get Feedback)

**Purpose**

To get feedback from individuals with whom the staff member works and/or serves to document the staff member’s performance during the evaluation year.

**Recall Step 4 — Click “Get Feedback” or Click “Done”**

At the end of **Step 4: Set Review Content (Review Staff Member Goals),** supervisors were presented three options — “Click ‘Skip,’” “Click ‘Get Feedback,’” or “Click ‘Done.’”

These instructions will inform supervisors how to get feedback if they clicked “Get Feedback” or clicked “Done.” Supervisors who do not intend to use the feedback option in Workday, yet find themselves stuck on this step in the evaluation process of a staff member, should review the instructions, “Skip Step 5: Start Performance Review (with the Option to get Feedback).”
Step 5: Start Performance Review (with the Option to Get Feedback)

How to Get Feedback

There are four ways for you to access feedback on your staff member(s):
- Team Performance icon;
- Performance tab
  - Feedback Received
  - Feedback Requested;
- Actions button; or
- Inbox.

Team Performance Icon

From the home page, click “Team Performance” in your worklets.
Then click “Get Feedback on Worker.”

In the search bar, click on “My Team” (not pictured).
Then click on the name of the staff member on whom you wish to get feedback and click “OK.”
Step 5: Start Performance Review (with the Option to Get Feedback)

Performance Tab

The second way to access feedback on the staff member is via the performance tab on the staff member’s page.

To access the Performance tab, on the home page, enter the name of the staff member in the search bar and click on the name when it populates to get to the staff member’s page.

Click “Performance” on the lower left side of the menu.

Clicking either “Feedback Received” or “Feedback Requested” will yield the same result.

After clicking either of those click, “Get Feedback.”
Step 5: Start Performance Review (with the Option to Get Feedback)

Actions Button

The third way to access feedback is via the Actions button on the staff member’s page.

To access the Actions button, on the home page, enter the name of the staff member in the search bar and click on the name when it populates to get to the staff member’s page.

On the left side of the screen, click the Actions button.

Then scroll to and hover over “Talent” and click “Get Feedback on Worker.”
Step 5: Start Performance Review (with the Option to Get Feedback)

The fourth way to access the feedback option is via the Inbox from your home page.

The Inbox should be visible from the home page. Locate the item called “Annual Performance Evaluation 2019: Staff Member” for the staff member you wish to review. If you do not see that item, use one of the other three methods to locate the evaluation instrument.

Whether you access feedback via the Performance icon, the Performance tab, the Actions button, or the Inbox, this is the screen you will see. Type in a name or names of the employees from whom you want to collect feedback. Then type your question in the question box. Click “Add” to ask multiple questions. Click “Submit.” On the next screen (not pictured), you can click “Done” or “Get Feedback on Worker” to get feedback on another staff member you supervise.
Step 5: Start Performance Review (with the Option to Get Feedback)

View Feedback – “Feedback Received”

To view feedback, access the “Performance” tab, then click on “Feedback Received.” If the employee from whom you requested feedback has responded, it will be here. If the employee declined to answer, his or her rationale for declining will be here, too.

Also, as noted on page 3, supervisors can ask additional questions of employees by clicking the “Get Feedback icon at the bottom of the screen.

View Feedback – Feedback Requested/Ask Others

To view feedback, access the “Performance” tab, then click on “Feedback Requested.” If the employee from whom you requested feedback has responded, it will be here. If the employee declined to answer, his or her rationale for declining will be here, too.

If supervisors wish to ask the same question of another employee, click “Ask Others.” On the next screen, enter the worker name and click “Submit” (not pictured.)
Step 5: Start Performance Review (with the Option to Get Feedback)

Anonymous Feedback and Feedback Sharing

Getting feedback was discussed on page 5. You can request feedback from multiple people and have their respective responses be anonymous. To accomplish this, deselect “Yes.” **Under no circumstance should you click “Share With Others.”** The staff member on whom the feedback is being requested will be able to see the feedback if you do. Type the question, then click “Submit.” The names of the workers from whom you selected feedback will not appear. Click “Done.”

What Next?
The next step, **Step 6: Complete Manager Evaluation for Performance Review**, will be completed by you, the supervisor.

Questions?
If you have any questions, please send an e-mail to:

humanresources@furman.edu.