GIVE FEEDBACK

Use this job aid to give performance feedback on colleagues.

To learn more about Workday, find job aids and videos at http://workday.trinity-health.org

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website.
Performance: Give Feedback

1. Log into Workday
2. Click the Inbox and look for the Give Feedback request for the colleague
3. In the Feedback area, read the questions and type your answers (you have the option to Decline All questions)
4. Click Submit and Done after you complete your feedback

Click the Decline box if you decide not to answer a question and type a reason

Click to decline the feedback request form

DEFAULT QUESTIONS

• Provide the specific areas or projects where this colleague has provided expertise and support to you directly? List examples
• Please comment on how well this colleague has met your expectations
• In providing that support, what key contributions did the colleague make?
• How did this colleague demonstrate Core Values
End of Process: Next Steps

WHEN YOU HAVE SUBMITTED FEEDBACK:

- Manager will receive feedback and be able to review it