REQUEST FEEDBACK ON A DIRECT REPORT

Use this job aid to request feedback in Workday for those who report directly to you.

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

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at http://workday.trinity-health.org
Performance: Request Feedback On A Direct Report

1. Log in to Workday
2. Click the **My Team** worklet
3. Scroll down the page to find the name of the colleague you want to request feedback on

4. Hover over the name (with your mouse pointer) until the Related Actions button displays

5. Click the Related Actions and Preview button for that colleague

6. Click Talent, then click Get Feedback on Worker
7. Click the menu and type the name of the person you want to ask for feedback and press the Enter key.

8. To choose a Feedback Template, click the menu and select a template (If you select the unlocked template, click Add to add a question.)

NOTE:
Add additional people by typing their names.

Click the menu to see two feedback templates:
- The Unlocked Template can be used when it is necessary to add additional feedback questions besides the standard ones in the template.
- The Locked Template has four standard questions for feedback. You cannot add questions to this template.
9. Click the menu and type the name of the person you want to ask for feedback and press the Enter key.

10. To choose a Feedback Template, click the menu and select a template. If you select the unlocked template, click Add to add a question.

NOTE: Add additional people by typing their names.

Click the menu to see two feedback templates:
• The Unlocked Template can be used when it is necessary to add additional feedback questions besides the standard ones in the template.
• The Locked Template has four standard questions for feedback. You cannot add questions to this template.
11. After you have selected the Locked or Unlocked template, click **Submit**
12. Click Done
End of Process: Next Steps

- Feedback requests will be in the Workday Inbox of those selected to provide feedback