PERFORMANCE MANAGEMENT: Requesting Feedback from Others

Overview

- This job aid is intended for employees and managers to request feedback.
- For an employee or manager to view received feedback, they must check notifications for a feedback request, answer, and submit.
- For a manager to view an employee’s feedback status, they must navigate to the Team Career and Performance module and access an employee’s information.

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1. View and Request Feedback (Employee self-service)

1. You can access Career and Performance under the Me tab on the home page.

2. Navigate to Feedback.
3. You can view your feedback provided by others in the Feedback area.

On the same page you can also view Feedback requests you have received from others (you may need to click the dropdown arrow to view).
4. To request feedback from another employee, click on the + Add button next to Feedback Requests About Me.

5. Specify who the feedback should be from. You can either add individuals or quick select your direct reports (if you are a manager) or your peers using the buttons. Then, click continue.
6. In this example, Direct Reports were selected and their names appear. Choose either the **Select All** checkbox or by individual names. NOTE: by default, Ignite will share the feedback with your manager. You can uncheck the box at the bottom if you don’t want it shared. Then click **Continue**.

7. **Select “Employee Feedback”** from the Questionnaire dropdown menu and click **Continue**.
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8. This screen shows the questions being sent. These are the standard questions and you cannot edit or change them. Click **Continue**.

9. Add the due date and an optional message and **Submit**.
3. Managers: Providing Feedback to Employees

1. You can locate **Career and Performance** under the **My Team** heading on the home page.

2. Under the **Goals and Performance Overview** module, identify the employee whose feedback you would like to manage and click the three dots across from their name.
3. To provide feedback to this employee, click **Provide Feedback**.

4. Click the **+Add** button to provide feedback.
5. Answer the questions specifying who can see the feedback and what you want to say. Save the request.
4. Managers: Requesting Feedback for Employees

1. To request feedback on behalf of an employee, follow steps 1-3 in the previous section. Then click Add under Requests.

2. Specify Who the feedback should be from by typing a name or clicking Select Peers and then choosing from that list. Then, select Continue.
3. In this example, peers were selected. Check the box next to the name(s) of the people to include and select **Continue**.

4. From the dropdown select the **Employee Feedback** questionnaire and **Continue**.
5. Enter a due date for the feedback and any comments and then **Submit**.