

PERFORMANCE MANAGEMENT: Managing Feedback Requests

Overview

- This job aid is intended for employees and managers to request feedback and for managers to manage another employee's 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 Talent module and access an employee's information.

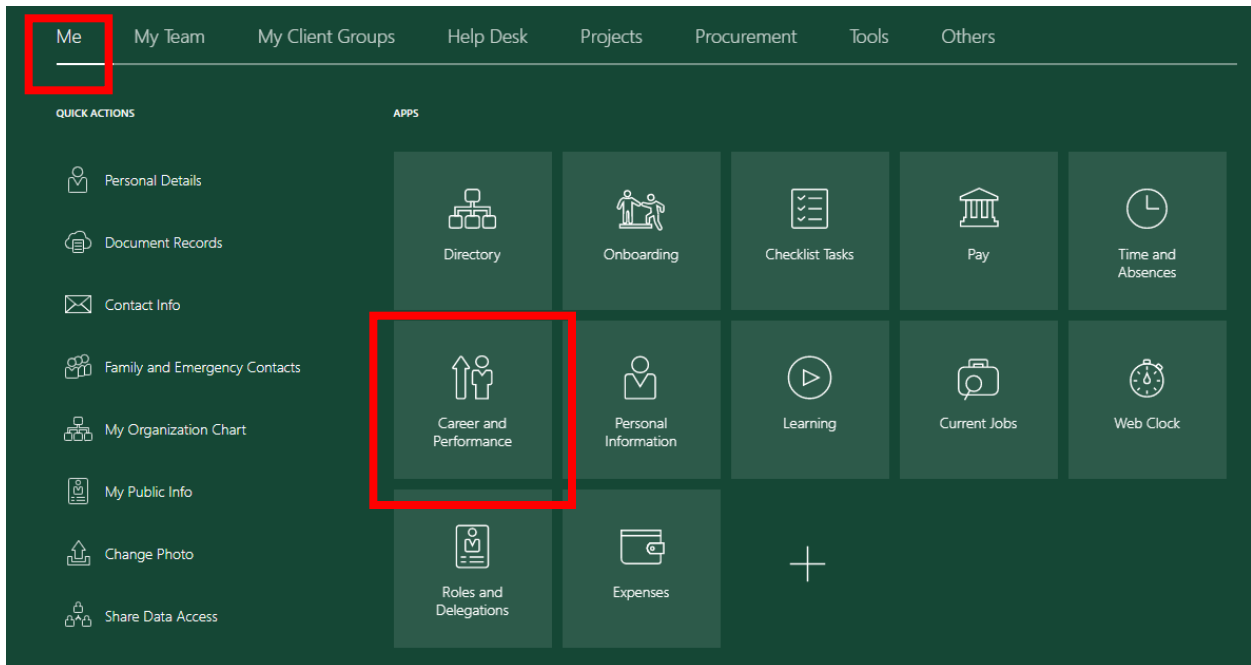
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I. Navigating to the Career and Performance Module (Employee self-service)

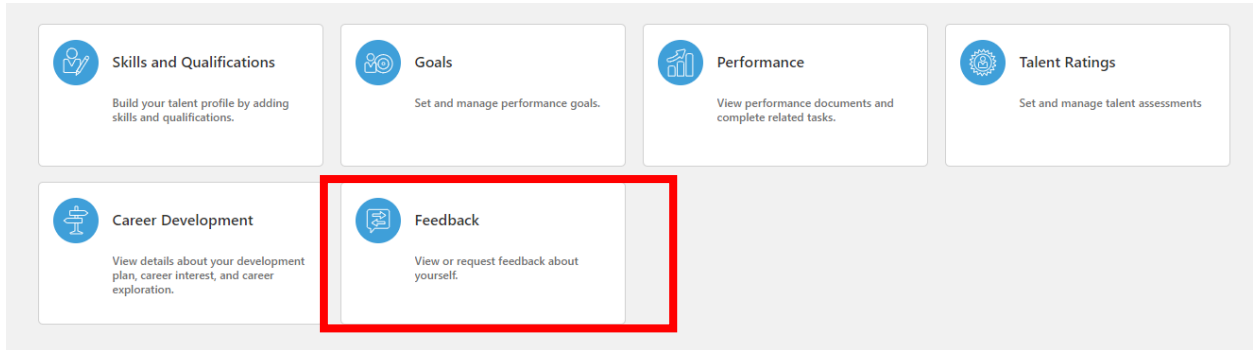
- I. You can access **Career and Performance** under the **Me** tab on the home page.
 - a. Locate **Career and Performance**.



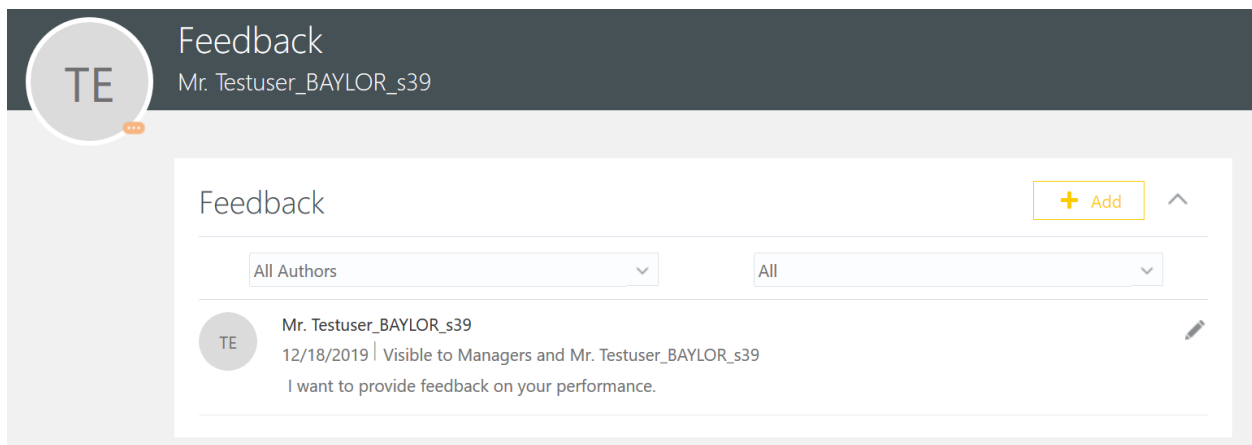
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2. View and Request Feedback (Employee self-service)

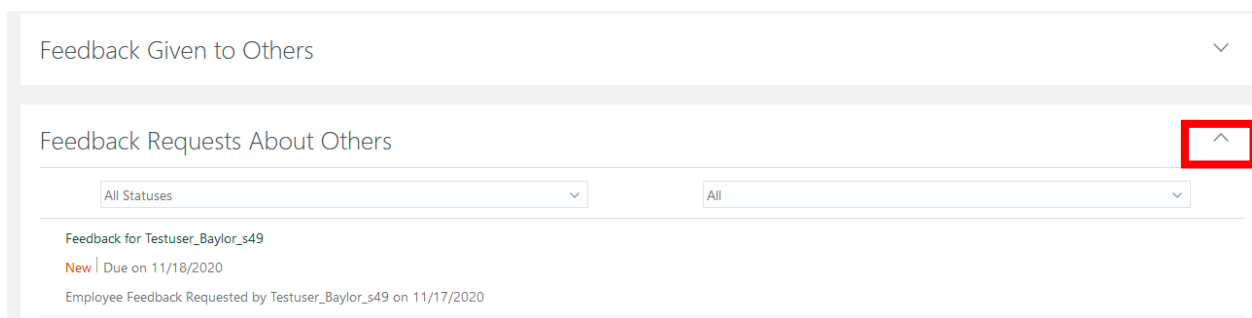
1. Navigate to **Feedback**.



2. 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).



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3. To request feedback from another employee, click on the **+ Add** button next to **Feedback Requests About Me**.

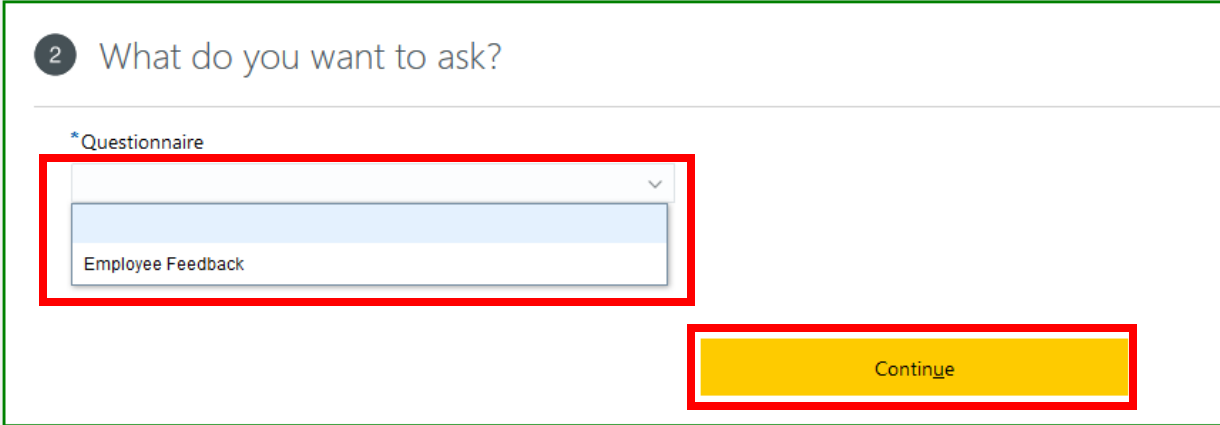
The screenshot displays a sidebar menu with four sections: "Feedback Given to Me", "Feedback Requests About Me", "Feedback Given to Others", and "Feedback Requests About Others". Each section has a corresponding "+ Add" button in the top right corner. The "Feedback Requests About Me" button is highlighted with a red box. Below each section, there is a placeholder message "There's nothing here so far." accompanied by a small icon of a bowl.

4. Specify who the feedback should be from and the due date. You can also check a box to share the feedback with your manager. Then, click continue.

The screenshot shows a form titled "Who do you want to ask?". It features a dropdown menu for "Name" with "Testuser_Baylor_s" selected, highlighted by a red box. Below the dropdown, the name "Testuser_Baylor_s" and title "Coordinator I, Academic Affairs" are displayed. A checkbox labeled "Share feedback" is checked and highlighted by a red box. A yellow "Continue" button is also highlighted by a red box. Below the form, there are three numbered steps: "1 Who do you want to ask?", "2 What do you want to ask?", and "3 When do you need it?".

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5. Select “Employee Feedback” from the Questionnaire dropdown menu and click **Continue**.



2 What do you want to ask?

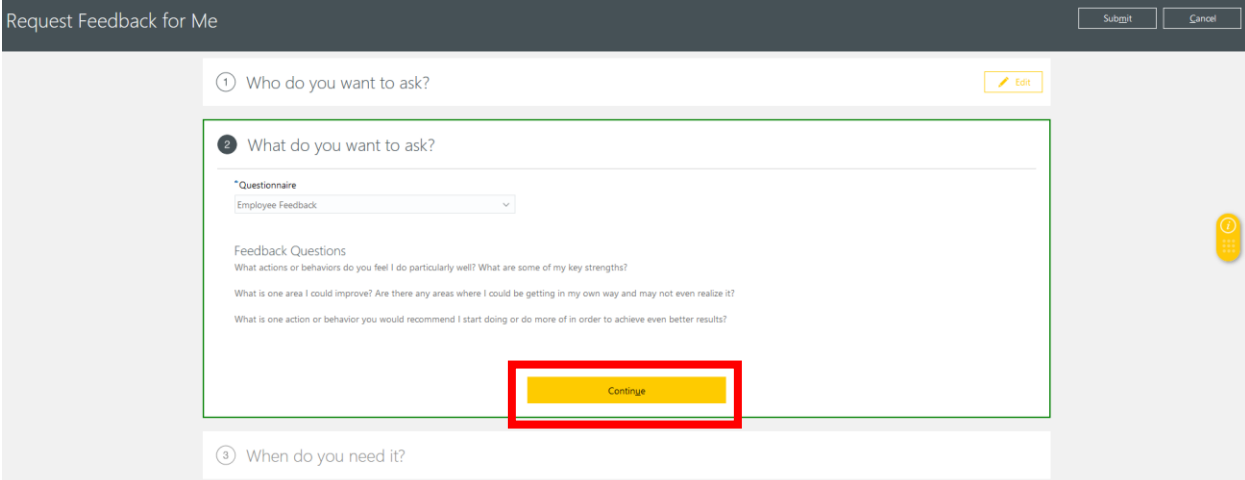
*Questionnaire

Employee Feedback

Continue

This screenshot shows a form titled "2 What do you want to ask?". It features a dropdown menu labeled "*Questionnaire" with "Employee Feedback" selected. A yellow "Continue" button is located to the right of the dropdown. Red boxes highlight the dropdown menu and the "Continue" button.

6. This screen shows the questions being sent. These are the standard questions and you cannot edit or change them. Click **Continue**.



Request Feedback for Me

Submit Cancel

1 Who do you want to ask? Edit

2 What do you want to ask?

*Questionnaire
Employee Feedback

Feedback Questions

What actions or behaviors do you feel I do particularly well? What are some of my key strengths?

What is one area I could improve? Are there any areas where I could be getting in my own way and may not even realize it?

What is one action or behavior you would recommend I start doing or do more of in order to achieve even better results?

Continue

3 When do you need it?

This screenshot shows the "Request Feedback for Me" interface. It includes a header with "Request Feedback for Me" and "Submit" and "Cancel" buttons. The main content area is divided into three steps: "1 Who do you want to ask?" (with an "Edit" button), "2 What do you want to ask?" (highlighted with a green border), and "3 When do you need it?". Step 2 contains a "*Questionnaire" dropdown set to "Employee Feedback" and a section titled "Feedback Questions" with three prompts. A yellow "Continue" button is highlighted with a red box at the bottom of step 2. A yellow "1 2 3" indicator is on the right side.

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7. Add the due date and an optional message and **Submit**.

The screenshot shows a web form titled "Request Feedback for Me". At the top right, there are "Submit" and "Cancel" buttons. The form is divided into three numbered sections:

- 1. "Who do you want to ask?" with an "Edit" button.
- 2. "What do you want to ask?" with an "Edit" button.
- 3. "When do you need it?" which contains:
 - A "Provide Feedback By" field with a date picker showing "11/17/2020". A tooltip above the field says "Enter a date on or after 11/17/2020.".
 - A "Message" text area below the date field.

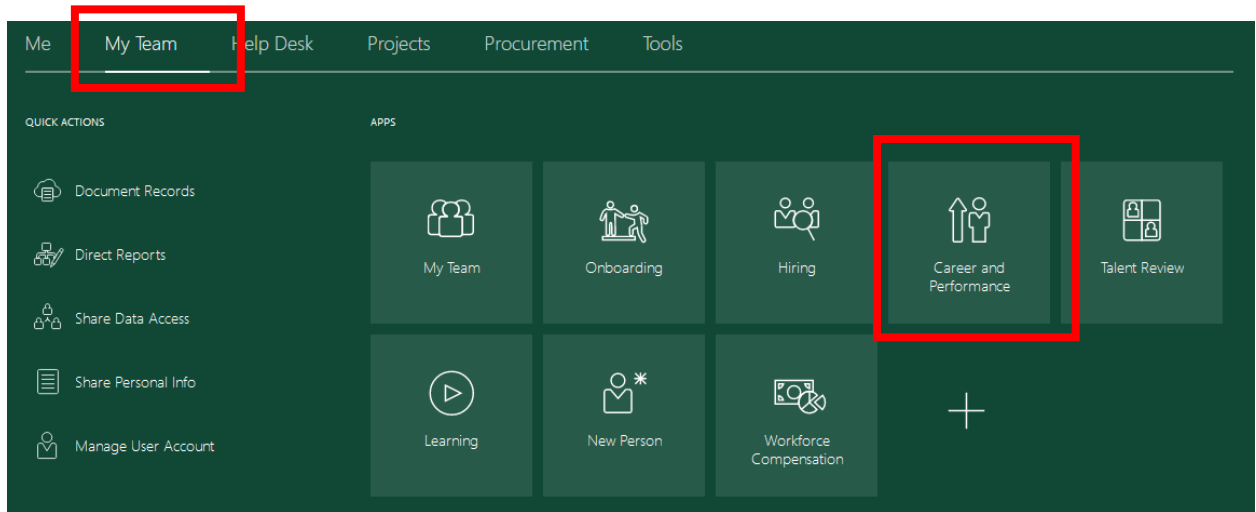
A red box highlights the "Provide Feedback By" field and its tooltip. A yellow tooltip icon is visible on the right side of the form.

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3. Locating the Team Career and Performance Module (For Managers)

I. You can locate **Career and Performance** in two ways.

a. Under the **My Team** heading on the home page, you can click on **Career and Performance** tile on the main page.




b. (Option 2) Click the **Navigator** icon in the upper left-hand corner of the Ignite landing page.




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c. Under the **My Team** section, click **My Team** and select **Career and Performance** from the drop-down list.


 Home


Me


My Team


 My Team

 Onboarding


 Hiring

 Career and Performance

 Talent Review

 Learning

* New Person

 Workforce Compensation

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4. Managing Another Employee's Feedback (For Managers)

1. 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.

My Team

Search Person Show Filters

Add Performance Goal Sort By Name ascending

<input type="checkbox"/>	TE Testuser_Baylor_s48	...
	Professor	
	Last Updated Performance Rating	Performance Goals
	Area of Mastery	0 of 0 completed
	Performance Documents	Anytime Documents
	2021 Staff Annual Evaluation	0 created
	Check-Ins	Potential Rating
	0 created	Medium

2. To provide feedback to this employee, click **Provide Feedback**.

My Team

Search Person Show Filters

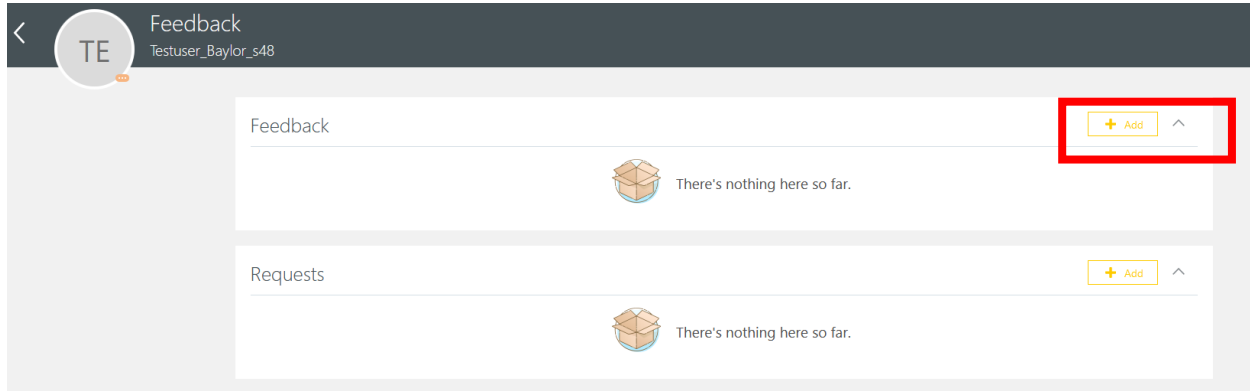
Add Performance Goal Sort By Name ascending

<input type="checkbox"/>	TE Testuser_Baylor_s48	...
	Professor	
	Last Updated Performance Rating	Performance Goals
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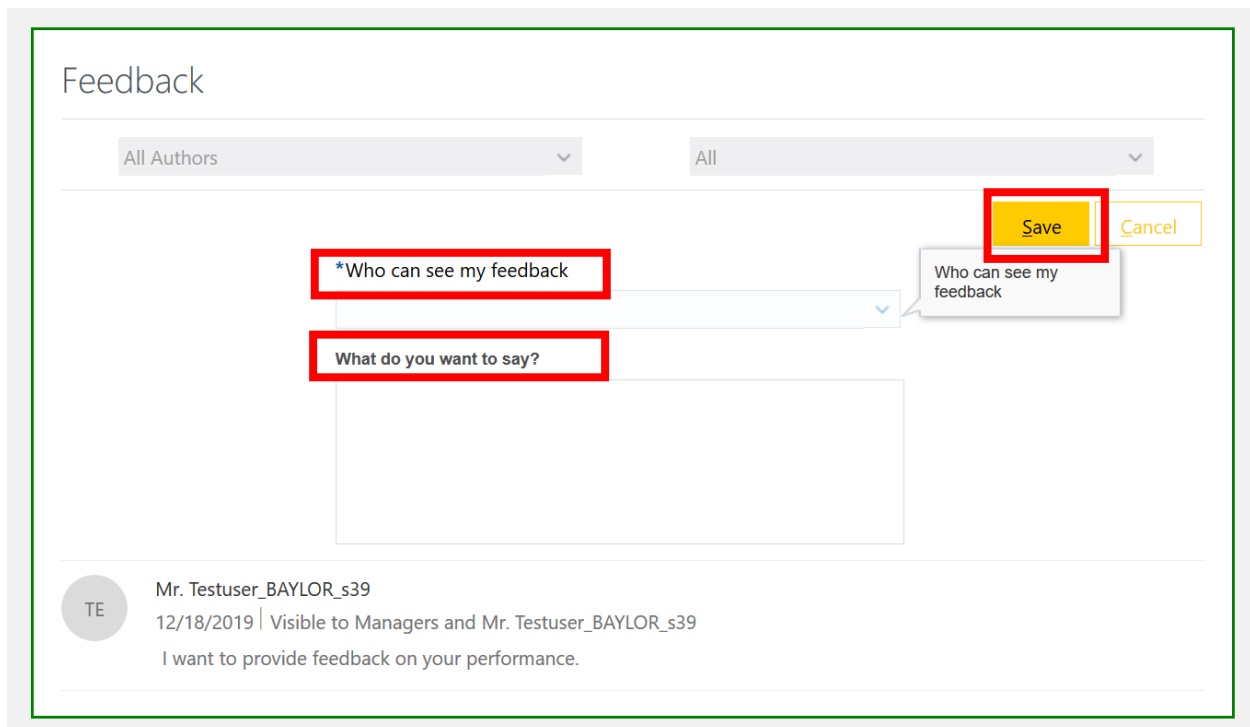
- Add Anytime Document
- Add Check-In Document
- Feedback**
- Request Feedback

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- a. Click the **+Add** button to provide feedback.

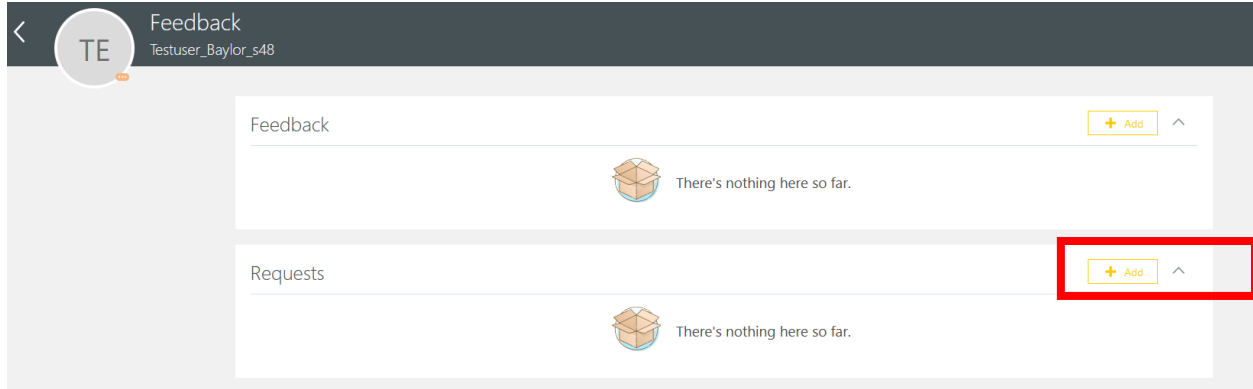


- b. Answer the questions specifying who can see the feedback and what you want to say. **Save** the request.



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4. To request feedback on behalf of an employee, click **Add** under **Requests**.



a. Specify **Who** the feedback should be from, **Questions** and **Due Date**. **Submit** the request.

The screenshot shows a form titled 'Request Feedback for Mr. Testuser_BAYLOR_s38'. At the top right, there are 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red rectangle. The form is divided into three steps:

- 1 Who do you want to ask?**
 - A search field with a dropdown arrow and the text '*Name' and 'Search' is highlighted with a red rectangle.
 - Below the search field is a placeholder message 'There's nothing here so far.' with a box icon.
 - A yellow 'Continue' button is located below the placeholder.
- 2 What do you want to ask?**
- 3 When do you need it?**