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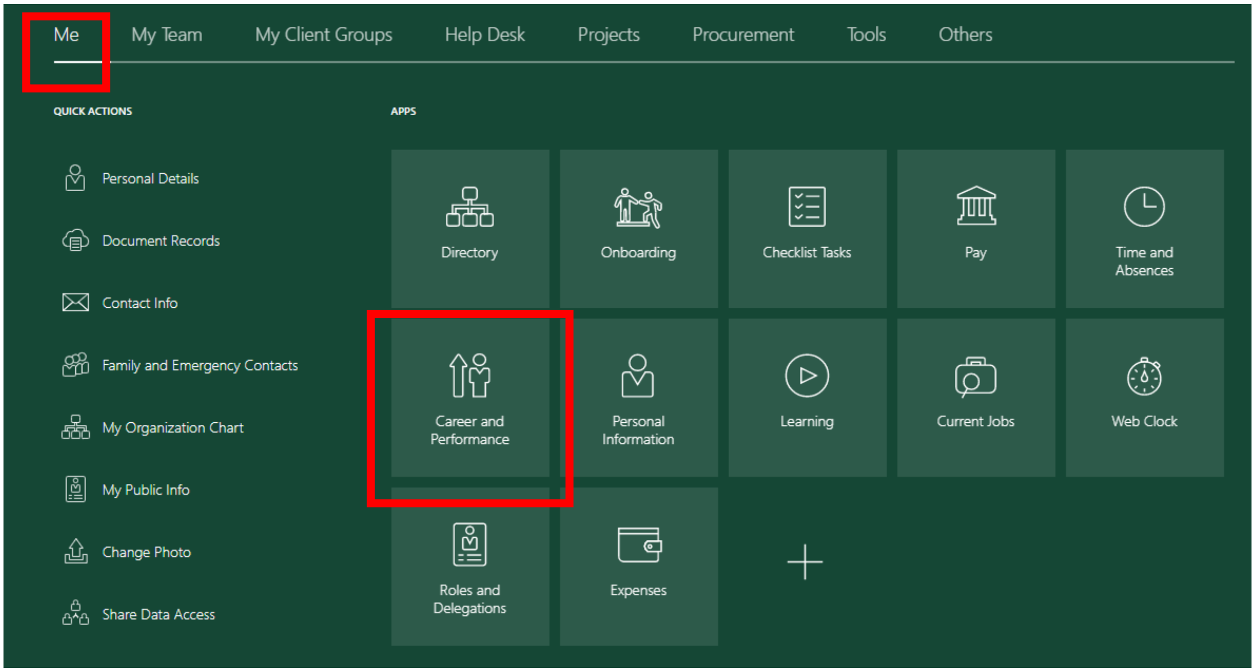
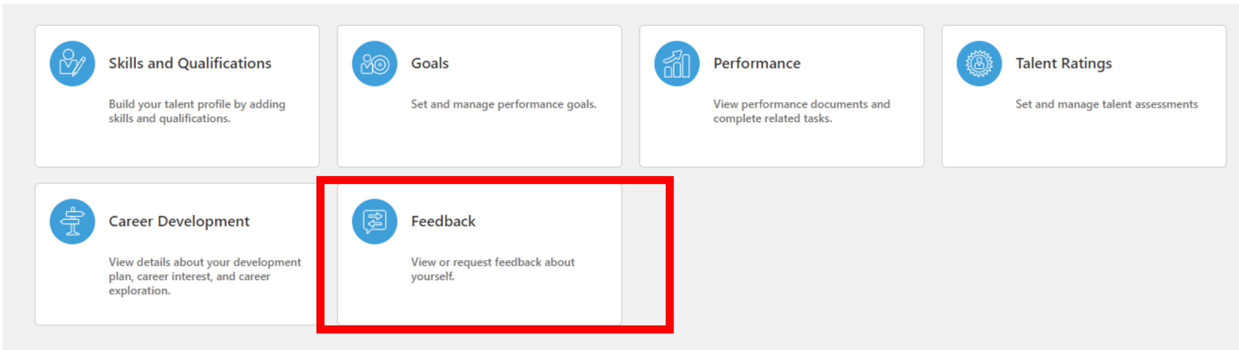
# 1. Navigating to the Career and Performance Module (Employee self-service)

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

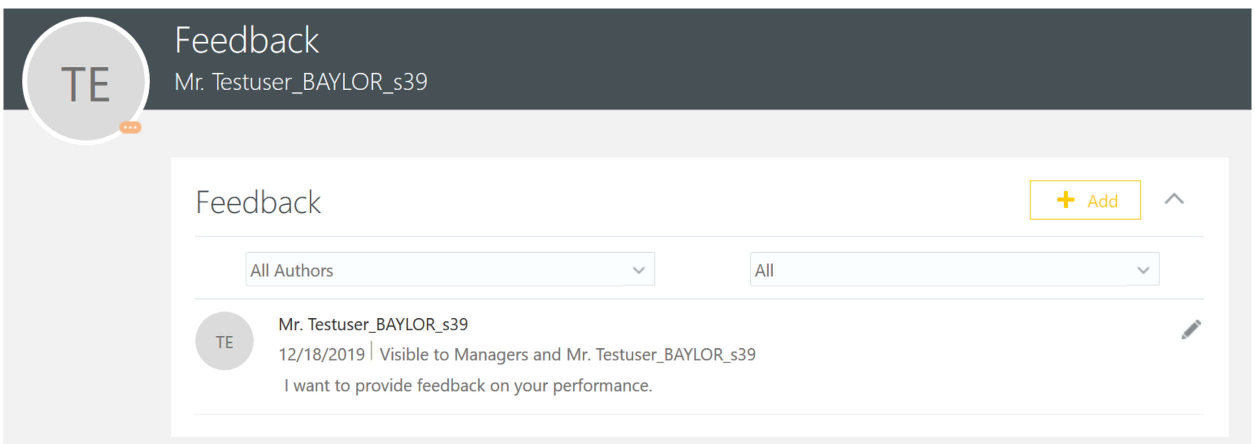


# 2. View and Request Feedback (Employee self-service)

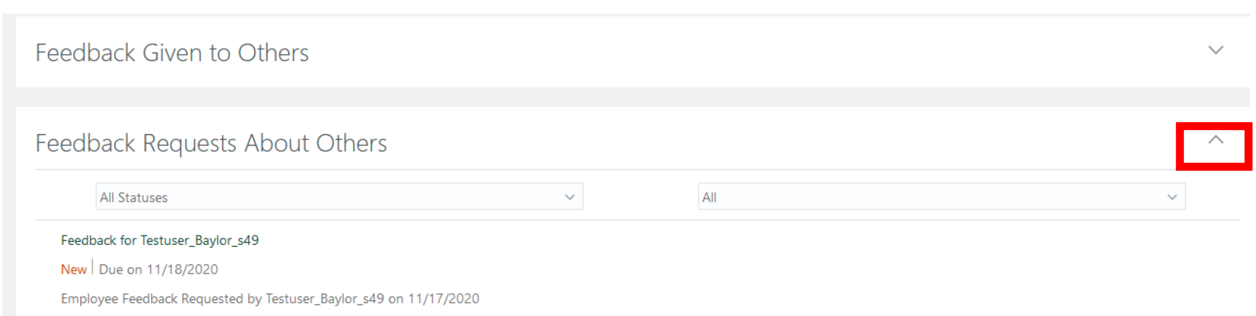
1. Navigate to **Feedback.**



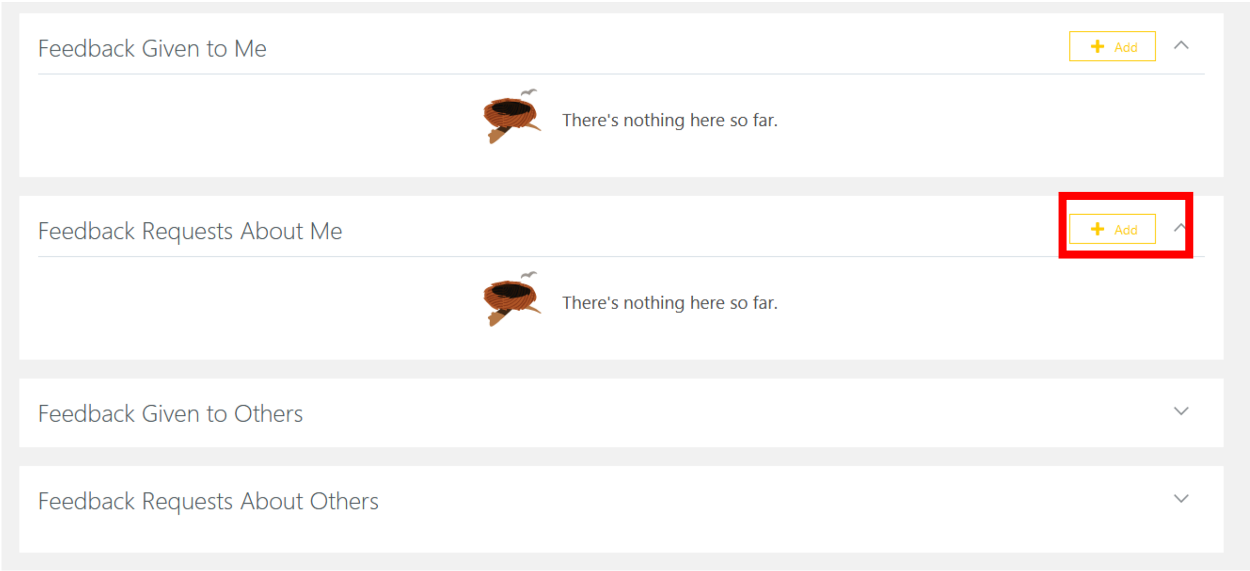

2. You can view your feedback provided by others in the Feedback area.



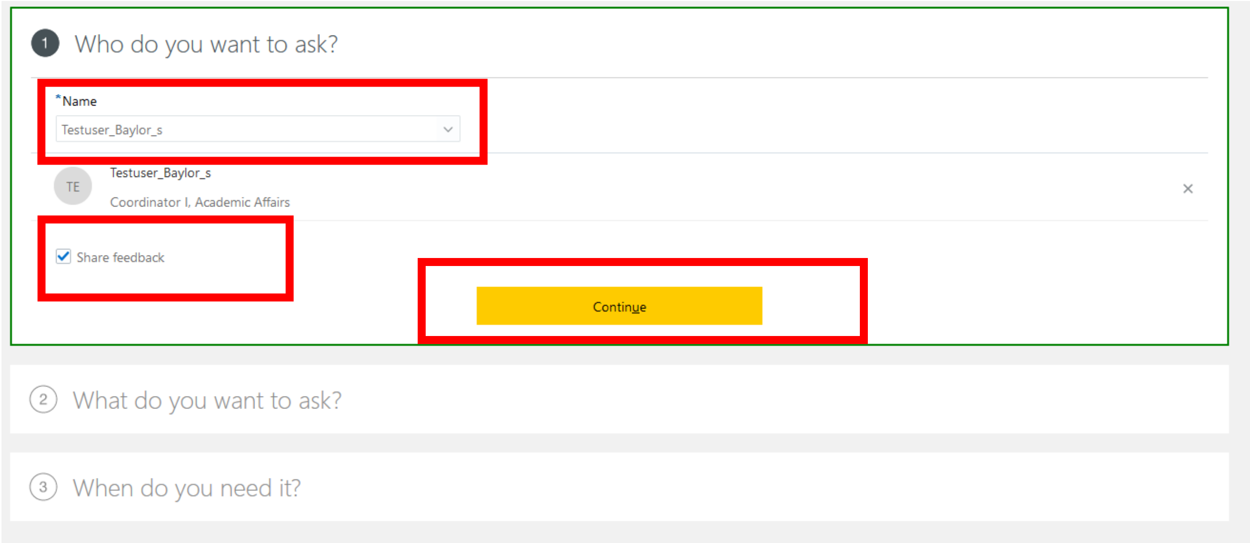

On the same page you can also view Feedback requests you have received from others (you may need to click the dropdown arrow to view).



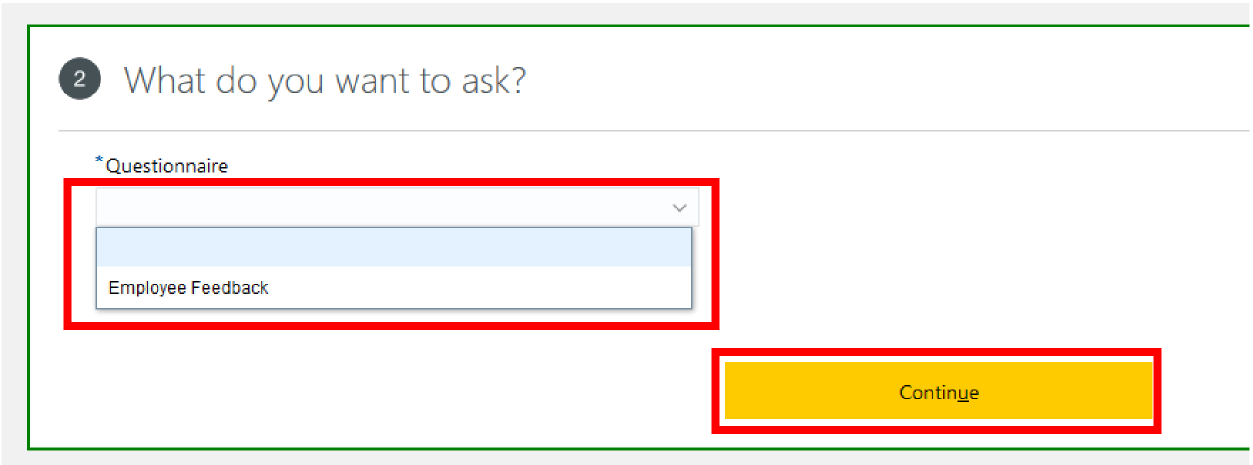
3. To request feedback from another employee, click on the **+ Add** button next to **Feedback Requests About Me**.



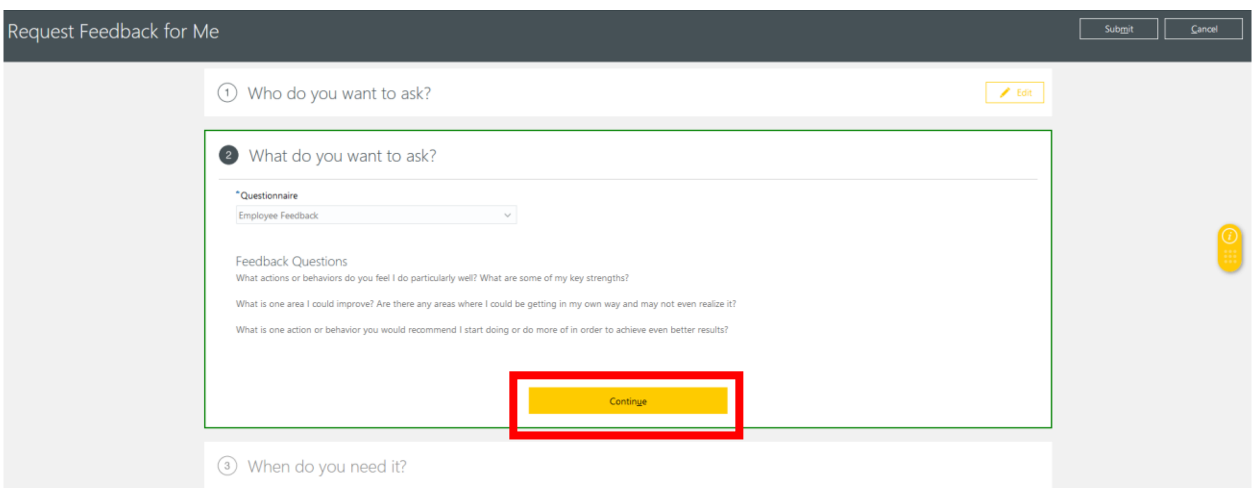

4. Specify who the feedback should be from and the due date. You can also check a box to share the feedback with your manager. Then, click continue.



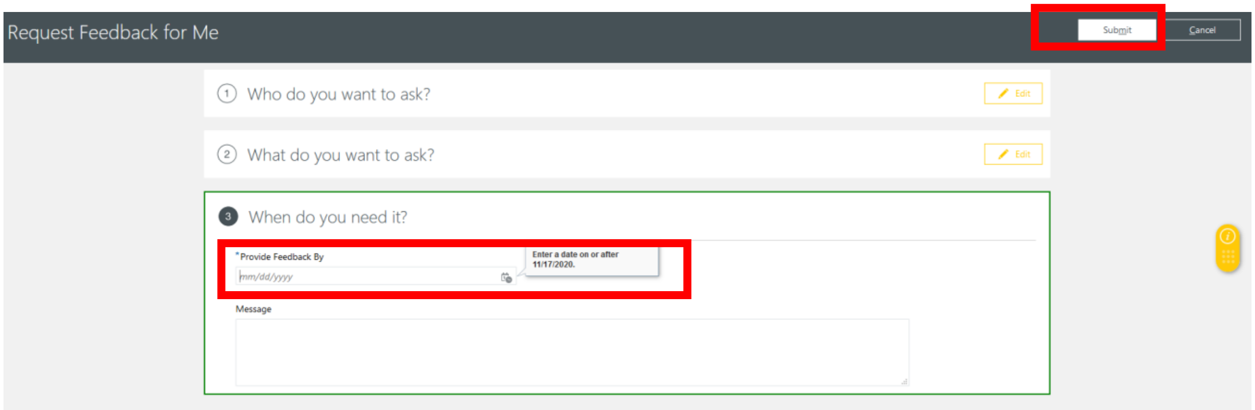
5. **Select "Employee Feedback"** from the Questionnaire dropdown menu and click **Continue**.




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



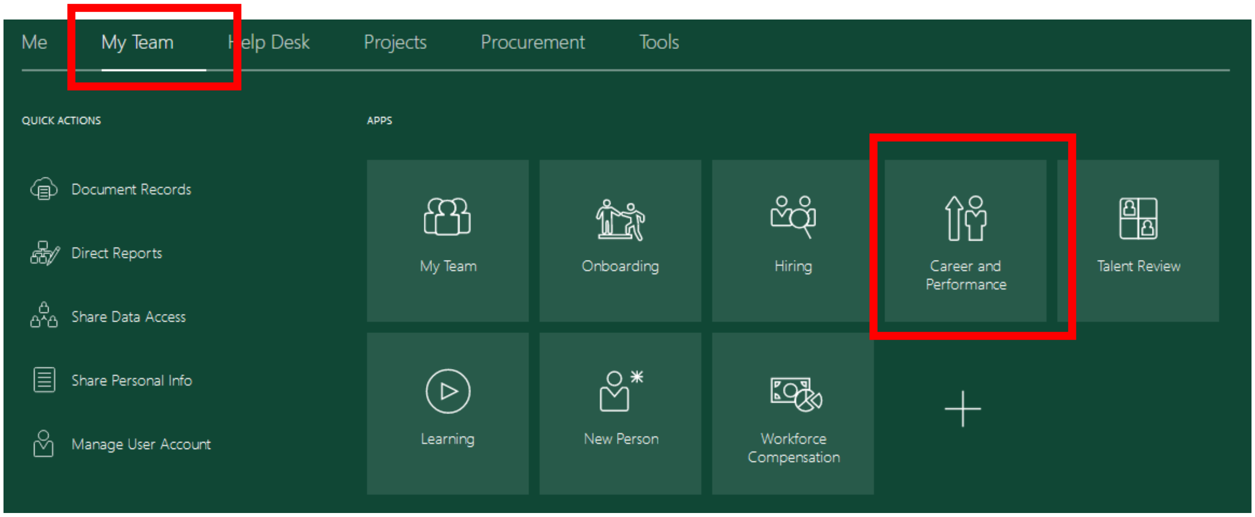
7. Add the due date and an optional message and **Submit.**



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

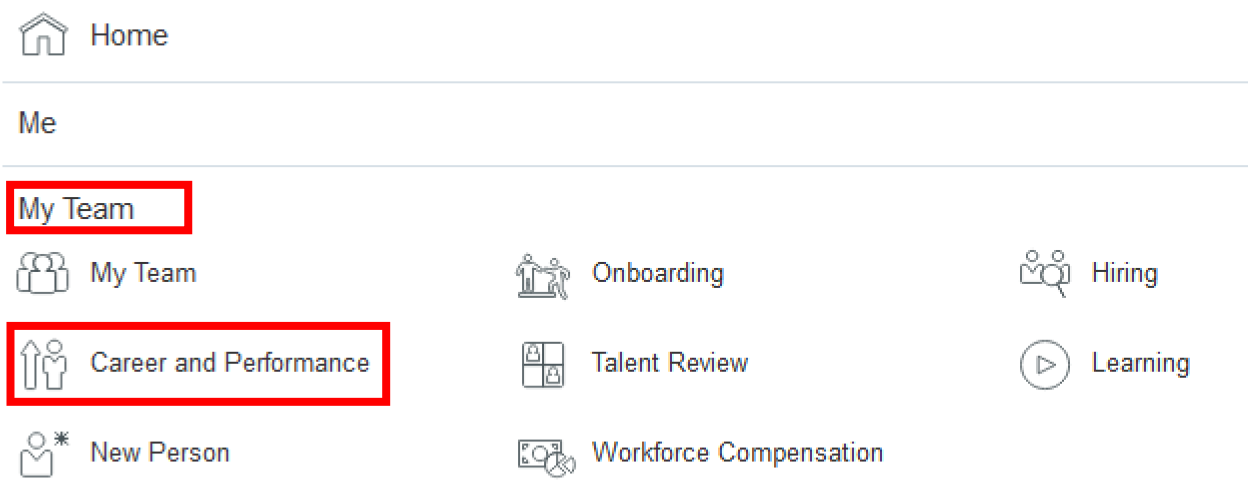
1. You can locate **Career and Performance** in two ways.

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



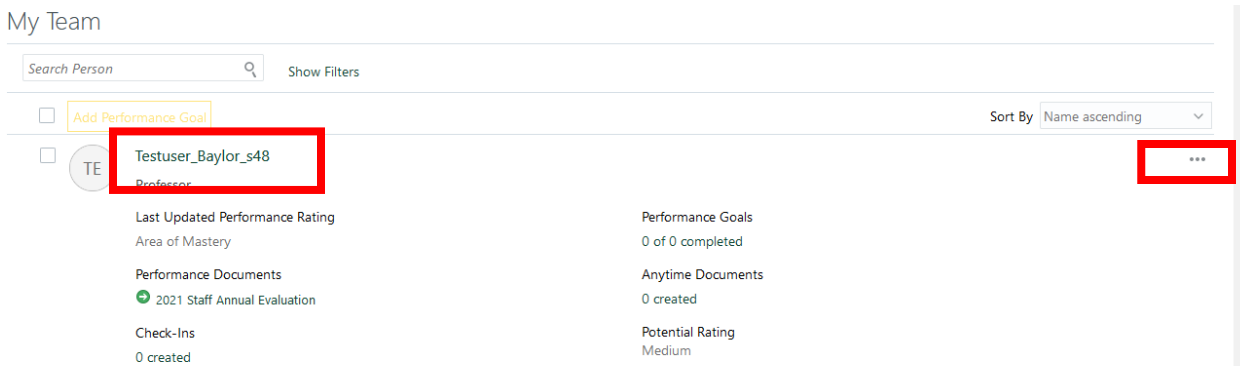

b. (Option 2) Click the **Navigator** icon in the upper left-hand corner of the Ignite landing page.

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

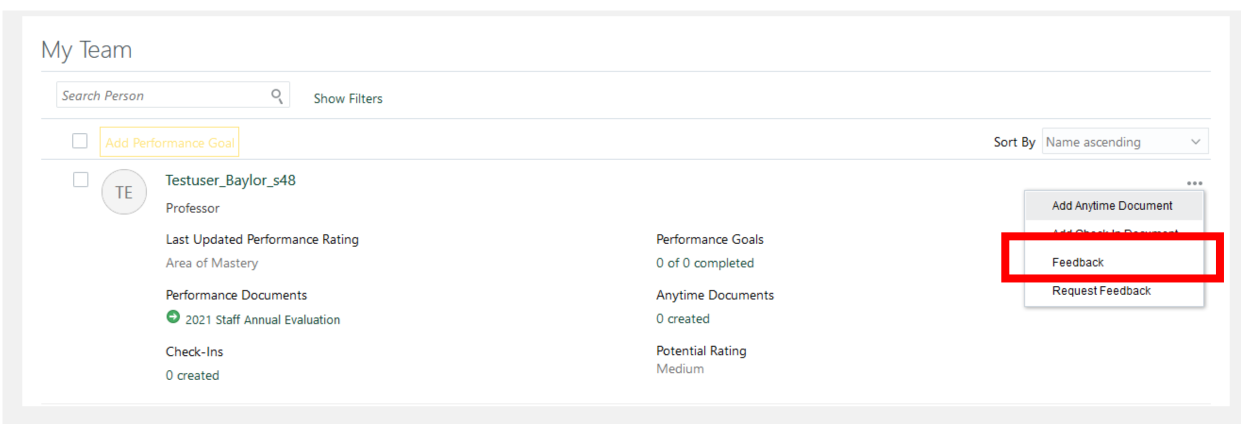


# 4. Managing Another Employee's Feedback (For Managers)

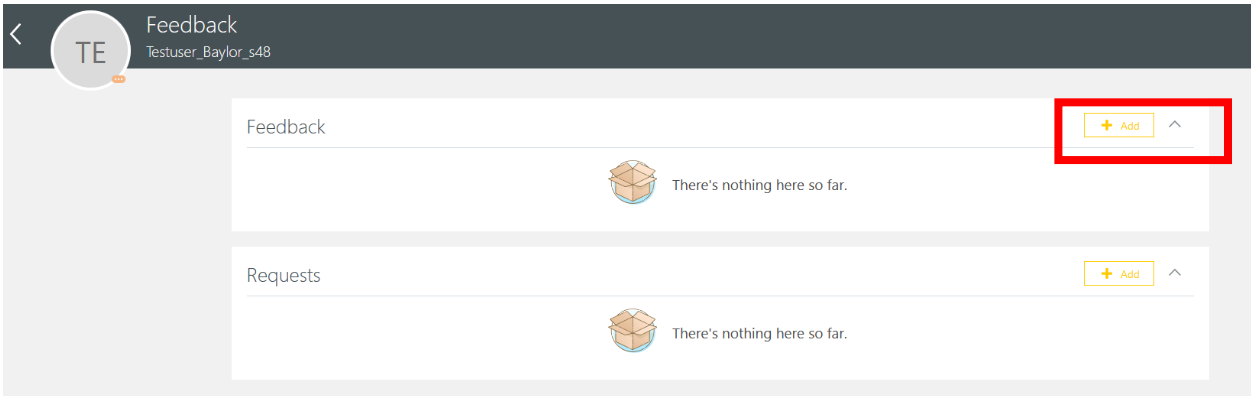
1. Under the **Goals and Performance Overview** module, identify the employee whose feedback you would like to manage and click the three dots across from their name.



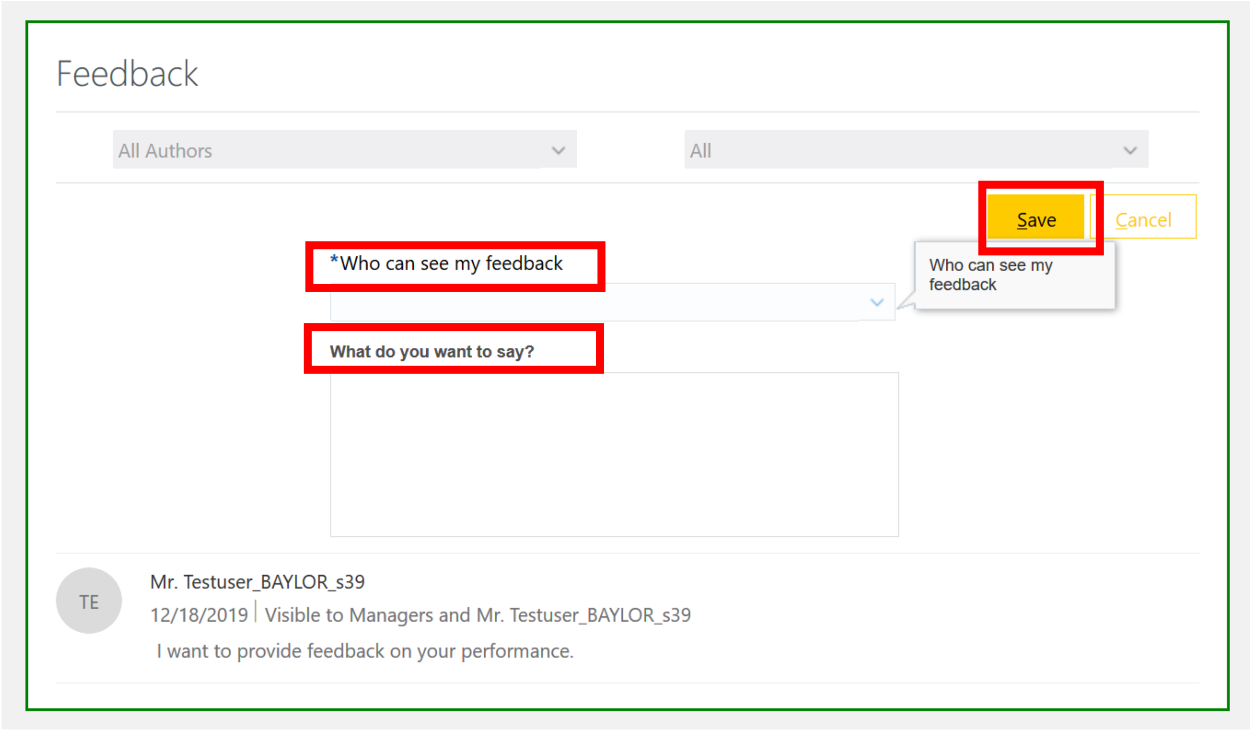

2. To provide feedback to this employee, click **Provide Feedback.**



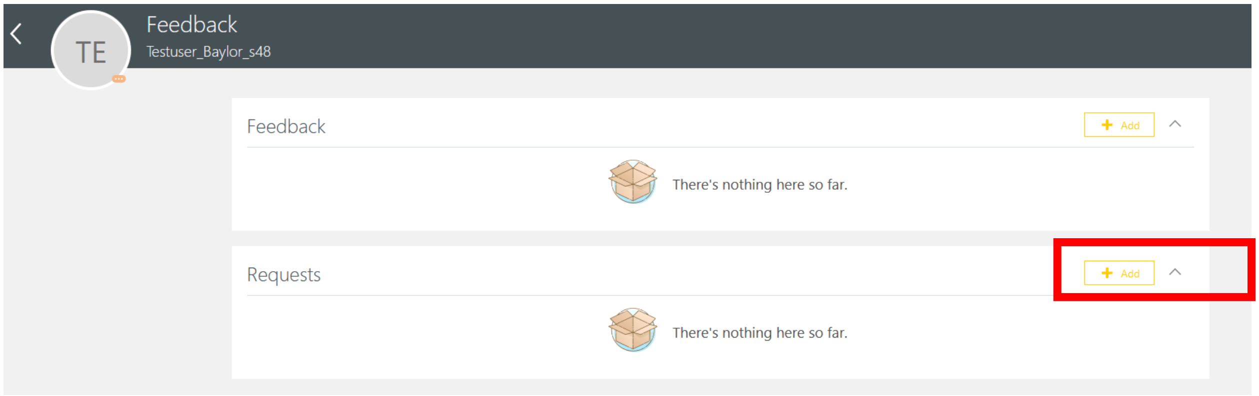
a. Click the **+Add** button to provide feedback.




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



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.