

# 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.

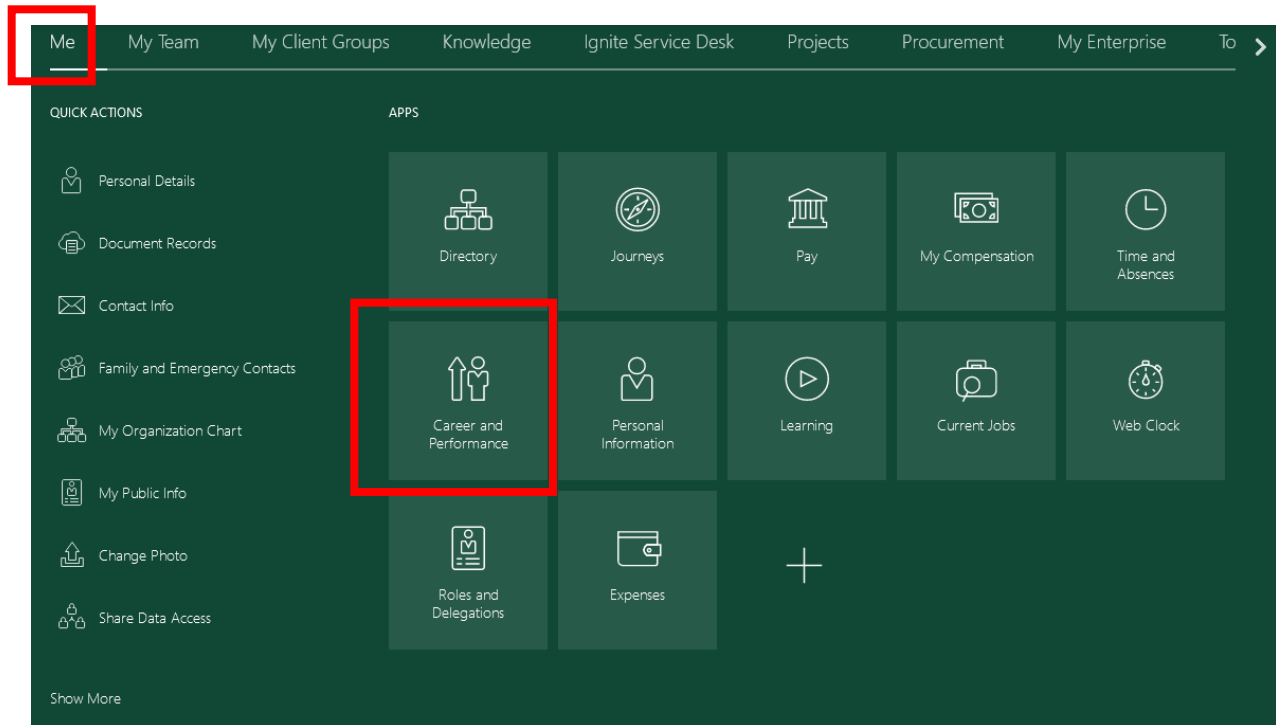
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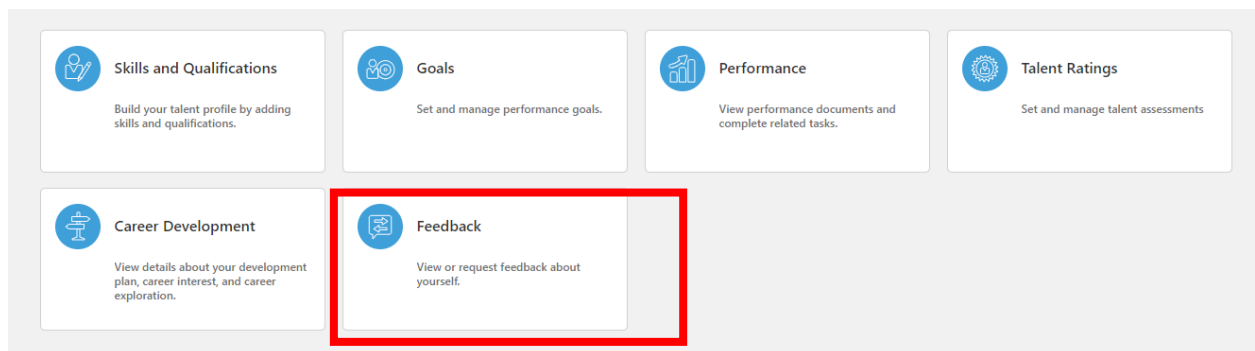
# PERFORMANCE MANAGEMENT: Requesting Feedback from Others

## I. 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.



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

The screenshot shows a user profile for 'Mr. Testuser\_BAYLOR\_s39' with a profile picture containing the initials 'TE'. Below the profile is a 'Feedback' section. It features a '+ Add' button and two dropdown menus: 'All Authors' and 'All'. A single feedback item is displayed, showing the user's profile picture, name, date '12/18/2019', and visibility 'Visible to Managers and Mr. Testuser\_BAYLOR\_s39'. The feedback text reads: 'I want to provide feedback on your performance.'

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).

The screenshot shows a section titled 'Feedback Requests About Others' with a dropdown arrow on the right. Below the title are two dropdown menus: 'All Statuses' and 'All'. A feedback request is listed with the title 'Feedback for Testuser\_Baylor\_s49', a 'New' status, and a due date of '11/18/2020'. The request details are 'Employee Feedback Requested by Testuser\_Baylor\_s49 on 11/17/2020'. A red box highlights the dropdown arrow next to the section title.

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

The screenshot shows a user interface with four sections. The first two sections, 'Feedback Given to Me' and 'Feedback Requests About Me', each contain a small icon of a bowl and the text 'There's nothing here so far.' The '+ Add' button in the 'Feedback Requests About Me' section is highlighted with a red box. The last two sections, 'Feedback Given to Others' and 'Feedback Requests About Others', each have a downward arrow icon.

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**.

The screenshot shows a three-step process. Step 1 is 'Who do you want to ask?'. It features a search bar with 'Select Person' and 'Enter a name to search' dropdown, and two buttons: 'Select Peers' and 'Select Direct Reports'. A red box highlights these elements. Below the search bar is a bowl icon and the text 'There's nothing here so far.'. A yellow 'Continue' button is also highlighted with a red box. Step 2 is 'What do you want to ask?' and Step 3 is 'When do you need it?'.

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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**.

1 Who do you want to ask?

Select Person

There's nothing here so far.

Select Direct Reports

Select all

Testuser\_Baylor\_s49  
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Testuser\_Baylor\_s  
Administrative Assistant

Share feedback with Testuser\_Baylor\_s36

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

2 What do you want to ask?

\*Questionnaire

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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**.

The screenshot shows the 'Request Feedback for Me' form at step 2, 'What do you want to ask?'. The form is titled 'Request Feedback for Me' and has 'Submit' and 'Cancel' buttons in the top right. Step 1, 'Who do you want to ask?', is partially visible. Step 2 includes a 'Questionnaire' dropdown menu set to 'Employee Feedback'. Below this are 'Feedback Questions' with three prompts: '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?', and 'What is one action or behavior you would recommend I start doing or do more of in order to achieve even better results?'. A yellow 'Continue' button is highlighted with a red box. Step 3, 'When do you need it?', is partially visible at the bottom.

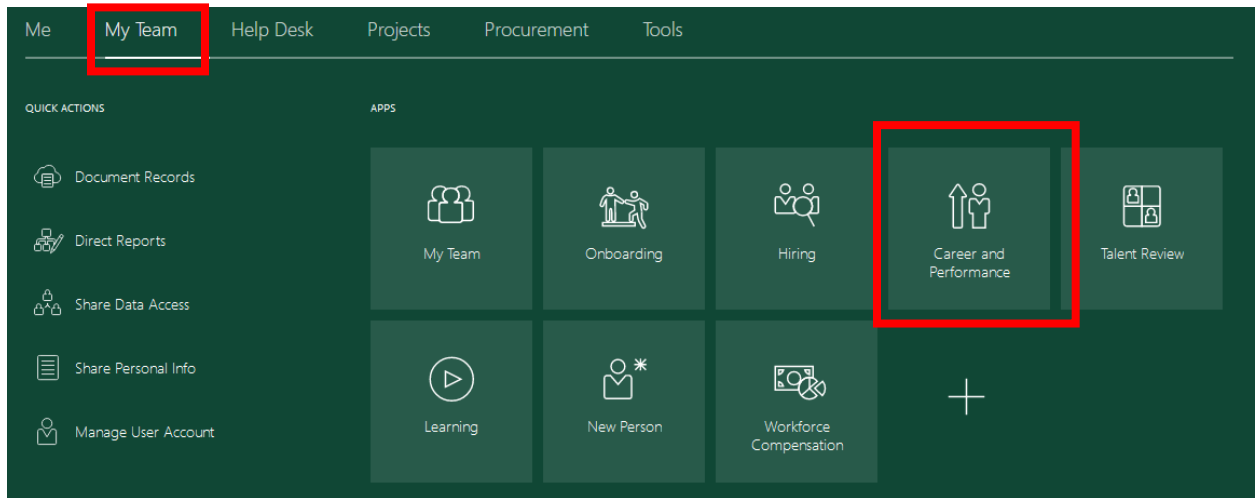
9. Add the due date and an optional message and **Submit**.

The screenshot shows the 'Request Feedback for Me' form at step 3, 'When do you need it?'. The form is titled 'Request Feedback for Me' and has 'Submit' and 'Cancel' buttons in the top right. Steps 1 and 2, 'Who do you want to ask?' and 'What do you want to ask?', are partially visible. Step 3 includes a 'Provide Feedback By' date field with a tooltip that says 'Enter a date on or after 11/17/2020.' and a 'Message' text area. The 'Submit' button is highlighted with a red box.

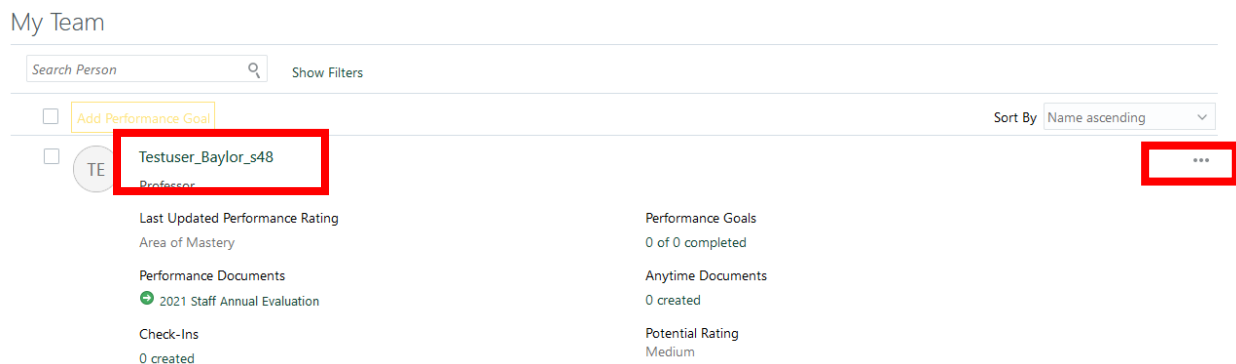
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## 3. Managers: Providing Feedback to Employees

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.



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

The screenshot shows the 'My Team' interface. At the top, there is a search bar labeled 'Search Person' and a 'Show Filters' button. Below this is a list of team members. The first member is 'Testuser\_Baylor\_s48', a Professor. To the right of the member's name is a three-dot menu icon. A dropdown menu is open, showing three options: 'Add Anytime Document', 'Feedback', and 'Request Feedback'. The 'Feedback' option is highlighted with a red rectangular box.

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

The screenshot shows the 'Feedback' page for 'Testuser\_Baylor\_s48'. The page has a dark header with a back arrow, a profile icon labeled 'TE', and the name 'Feedback' and 'Testuser\_Baylor\_s48'. Below the header, there are two sections: 'Feedback' and 'Requests'. Each section has a '+ Add' button and a placeholder message 'There's nothing here so far.' The '+ Add' button in the 'Feedback' section is highlighted with a red rectangular box.



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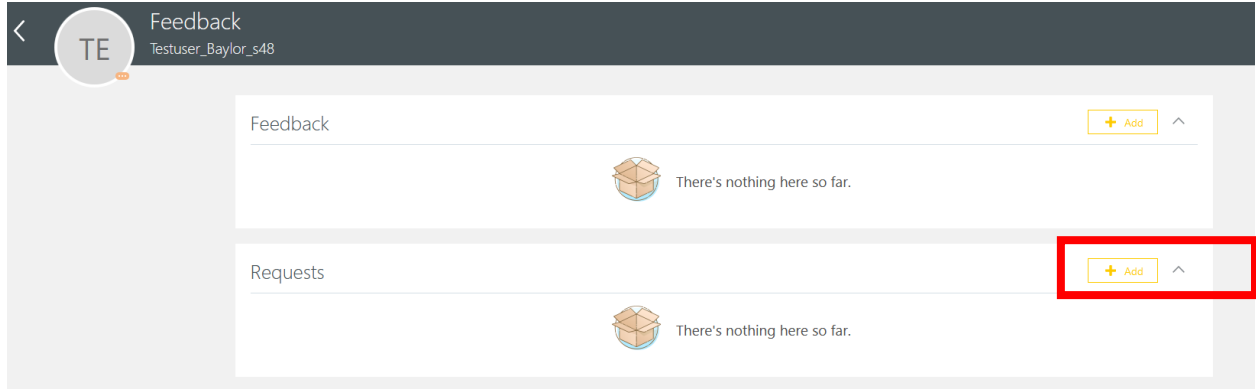
5. Answer the questions specifying who can see the feedback and what you want to say. **Save** the request.

The screenshot shows a 'Feedback' form interface. At the top left, the title 'Feedback' is displayed. Below the title are two dropdown menus: 'All Authors' and 'All'. The main form area contains three primary elements highlighted with red boxes: a dropdown menu labeled '\*Who can see my feedback', a text input field labeled 'What do you want to say?', and a yellow 'Save' button. To the right of the 'Save' button is a yellow 'Cancel' button. A tooltip is visible over the dropdown menu, showing the text 'Who can see my feedback'.

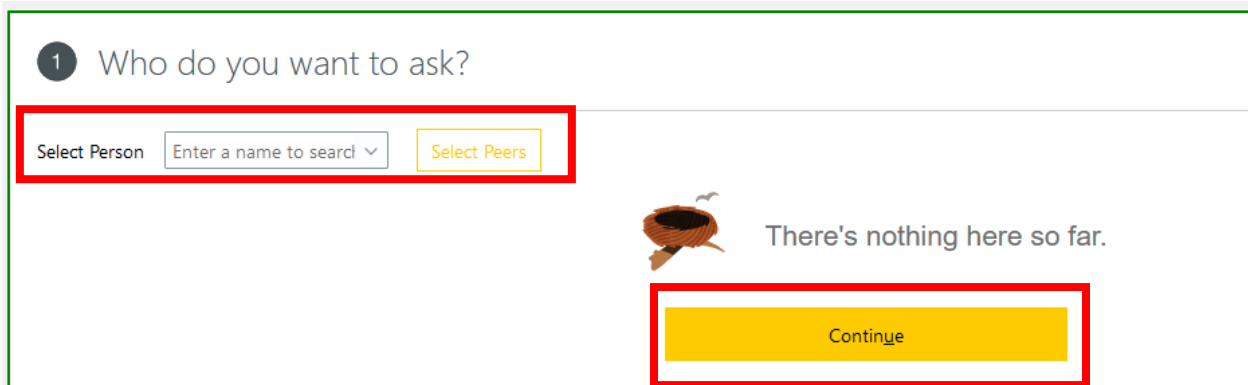
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## 4. Managers: Requesting Feedback for Employees

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**.




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3. In this example, peers were selected. Check the box next to the name(s) of the people to include and select **Continue**.


1 Who do you want to ask?

Select Person

 There's nothing here so far.

Select Peers

Select all

 Testuser\_Baylor\_s49  
Graphic Designer I

4. From the dropdown select the **Employee Feedback** questionnaire and **Continue**.

2 What do you want to ask?

\*Questionnaire

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5. Enter a due date for the feedback and any comments and then **Submit**.

3 When do you need it?

\* Provide Feedback By

mm/dd/yyyy

Enter a date on or after 11/16/2021.

Message

