

Feedback

Process: Employees or Managers can give feedback to others

Action done by: all Employees



Visibility: The person giving (under feedback given on their own profile) and the person receiving feedback, HR Admin, HR Talent Admin, HR Partner, Manager, Management Chain

Overview:

Employees and Managers can send feedback to other people in the organization.

Start “Give Feedback”

Type “give feedback” in the search bar; then click the task

Tasks and Reports

Give Feedback

Task

“Give Feedback” – Select Worker

Type employee’s name then; hit ok


Give Feedback

Workers *

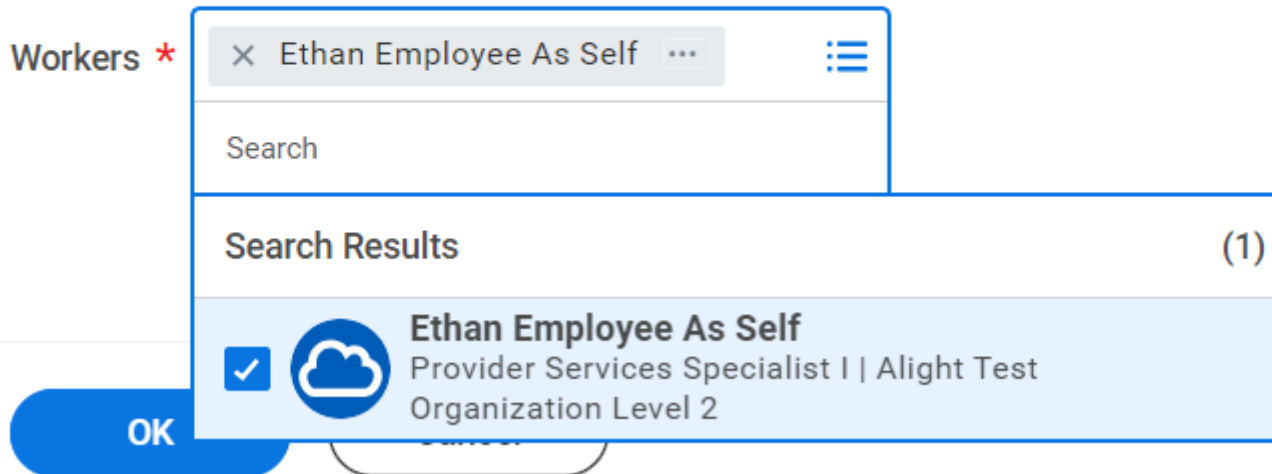
× Ethan Employee As Self ...

Search

Search Results (1)

 **Ethan Employee As Self**
Provider Services Specialist I | Alight Test
Organization Level 2

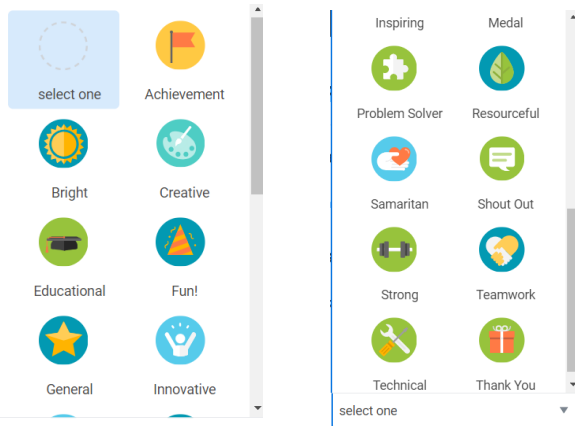
OK



Write Feedback and Select Badge

Write in the feedback section; be sure to make the feedback specific and meaningful

You may also select a badge if you wish

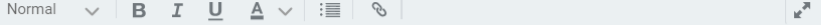


Give Feedback

Give Feedback to

Ethan Employee As Self

Details

Feedback * 
Great job on this project. You showed the power of asking important questions at key times in the project. Your efforts resulted in a successful project that met all the objectives and strengthened cross-functional networks across departments. I look forward to you building on this skill of strong analysis and great question-asking.

Badge

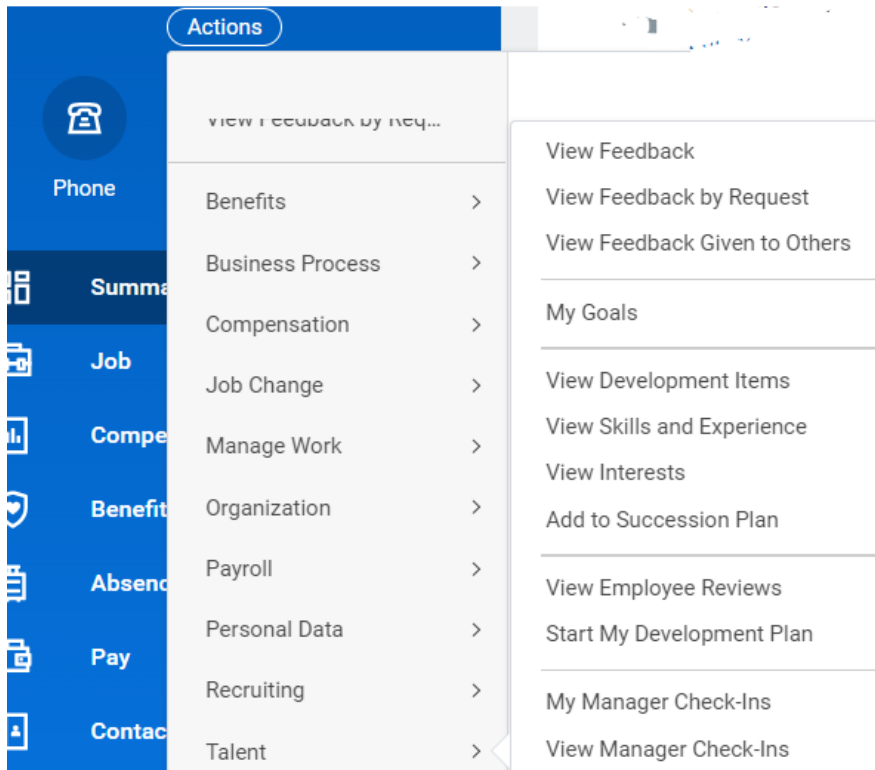
View Feedback

Employee Profile

Actions

Talent

You have the option to view feedback that has been given to you or that you have given



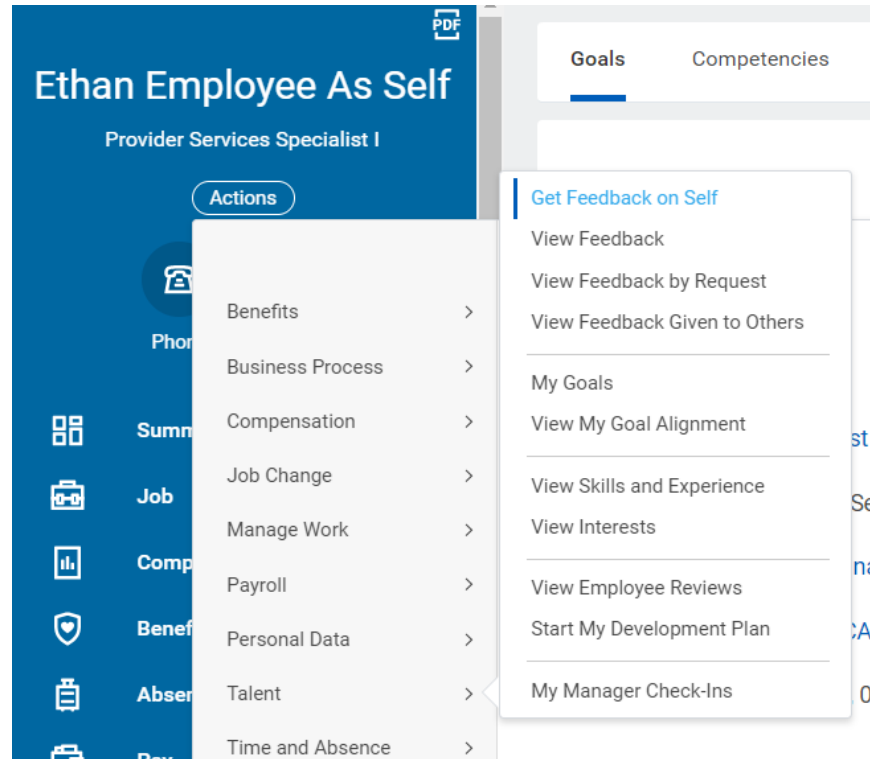
To Request Feedback

Employee Profile

Actions

Talent

“Get Feedback on Self”



To Request Feedback

Select one or more people to ask for feedback.

Be sure they are people who know your work well

Get Feedback on Self [Ethan Employee As Self](#) ⋮

Who do you want to request feedback from? *

- × Carmen Compensation Administrator ⋮
- × Connie Compensation Partner ⋮

▼ Questions

Question *

Normal ▼ **B** *I* U ⌵ ☰ 🔗 ✎

Please let me know how well I communicated in my presentation to the audience at the meeting on Tuesday.

Remove

Add

Submit

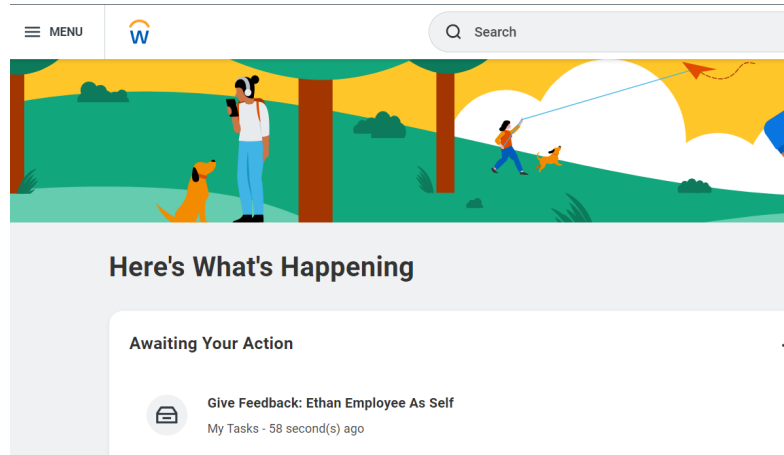
Save for Later

Cancel


To Request Feedback - GIVEN

Here is what the person you asked will see...


- 1) In the Workday Task List
- 2) In an email sent from the system



[External] A Task Awaits You: Give Requested Feedback - Connie Compensation Partner

 rhsc@myworkday.com
To: HRISTesting

 Reply  Reply All  Forward  
Sat 10/21/2023 2:15 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Please log into the Workday system to complete this action.

[Click here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.



This email was intended for HRISTesting@deltadentalmi.com · [Manage Preferences](#)

To Request Feedback - GIVEN

Answer the question and submit.

Give Feedback Ethan Employee As Self ⋮

☆ ⚙️ ↗️

Created: 10/21/2023

Question Please let me know how well I communicated in my presentation to the audience at the meeting on Tuesday.

Format ▾ **B** *I* U ▾ ☰ 🔗 ↶

Decline

Process History

👤 Connie Compensation Partner

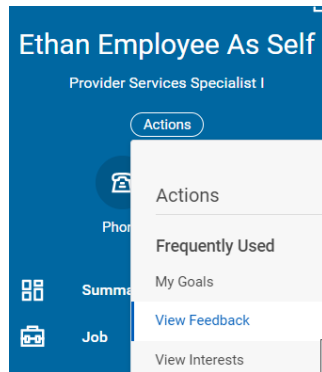
⋮

To Request Feedback – READ WHAT WAS GIVEN

Read from the link on the
email notification



Or


Profile
Actions
View Feedback



[External] Feedback received.

 rhsc@myworkday.com
To  HRISTesting

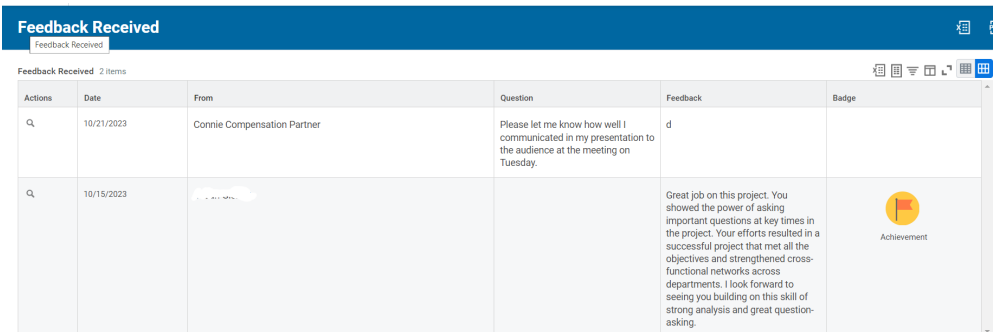
 Reply 

 If there are problems with how this message is displayed, click here to view it in a web browser.





You have received new Feedback. Navigate to your Worker Profile to review.

[Click here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.



The screenshot shows a 'Feedback Received' notification in Workday. It contains a table with 2 items:

Actions	Date	From	Question	Feedback	Badge
	10/21/2023	Connie Compensation Partner	Please let me know how well I communicated in my presentation to the audience at the meeting on Tuesday.	d	
	10/15/2023			Great job on this project. You showed the power of asking important questions at key times in the project. Your efforts resulted in a successful project that met all the objectives and strengthened cross-functional networks across departments. I look forward to seeing you building on this skill of strong analysis and great question-asking.	 Achievement