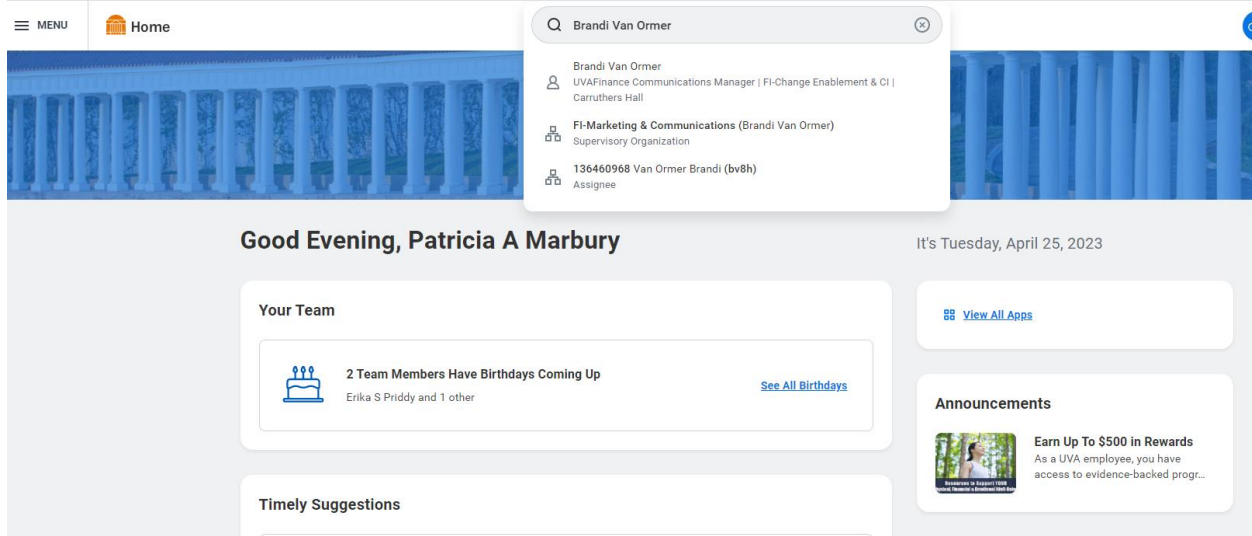


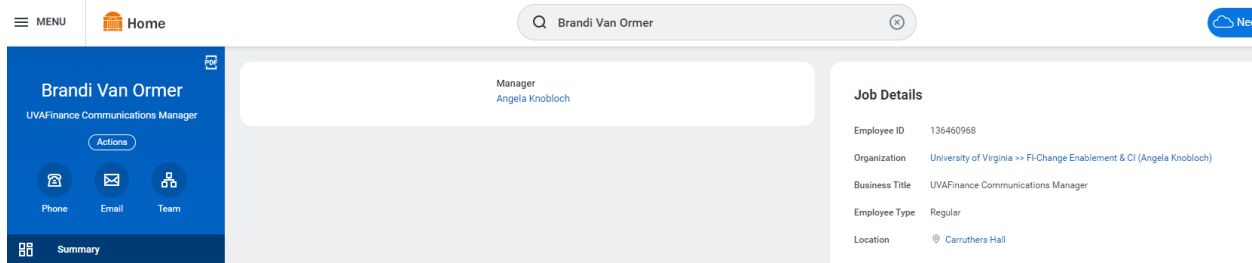
Feedback

This Quick Reference Guide (QRG) is designed to provide you with information about providing feedback for a direct report or another employee.

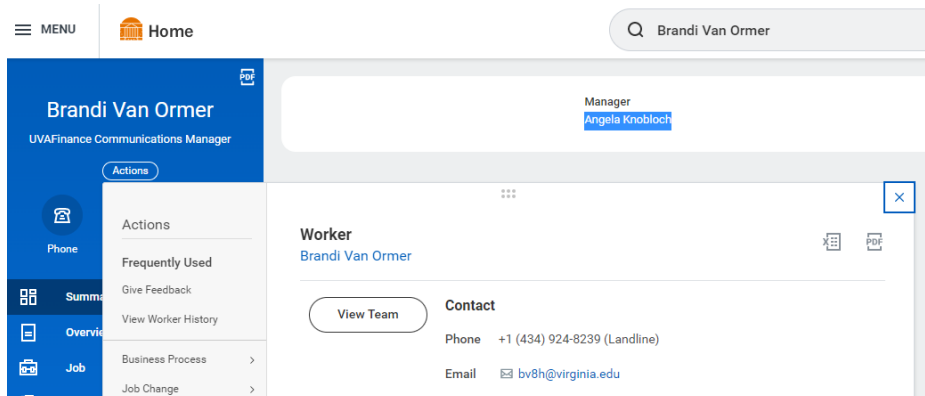
1. Find the employee to whom you want to give feedback by entering their name in the top search field.



2. Click on the **Actions** button.



3. Select **Give Feedback**.



4. Select the option for **Feedback Sharing**.

Give Feedback

Purpose: Document performance feedback on a direct report. Feedback can be kept private for internal performance documentation, shared with

Feedback Sharing Section:

Don't share with [Employee Name]

- Keeps feedback **PRIVATE** and viewable by you **ONLY**; can be used for internal performance documentation
- Your manager and direct report **cannot** access this feedback; setting **cannot** be changed after submission

Share with [Employee Name]

- Keeps feedback **PRIVATE** between you and the direct report
- Your manager **cannot** access this feedback; setting **cannot** be changed after submission

Share with others

- ALLOWS viewing of feedback by you, the direct report, and your manager
- Required setting for auto-import into the Year-End Evaluation**

Give Feedback to ?

Brandi Van Ormer

Feedback Sharing ?

- Don't share with Brandi Van Ormer
- Share with Brandi Van Ormer
- Share with others

Details ?

Feedback * Format B I U A : ☰ 🔗

5. Enter the feedback and click on **Submit**.

Give Feedback to ?

Brandi Van Ormer

Feedback Sharing ?

- Don't share with Brandi Van Ormer
- Share with Brandi Van Ormer
- Share with others


Details ?








Feedback * Normal B I U A : ☰ 🔗

Brandi is so helpful as a colleague. She is always responsive, approachable, and she's super knowledgeable. If she doesn't have an answer, she knows where to find it!

- Submit**
- Save for Later
- Cancel
- Show Me How

6. If you have selected the option of sharing the feedback with your direct report or other employee, they will get an email notification and a Workday notification.




You have been given Feedback. Navigate to the Feedback section in your talent profile in order to view the submission. 


 Workday @ UVA <uva@myworkday.com>       

To: Van Ormer, Brandi (bv8h) Tue 4/25/2023 11:23 AM



Business Process: Give Feedback: Brandi Van Ormer
Subject: Brandi Van Ormer
Details: Give Feedback for Brandi Van Ormer
[Click here to view the notification details.](#)

7. The employee will see the feedback by clicking on the link in the email or on the notification in Workday.

 MENU  Home 

View Business Process from Notification Give Feedback: Brandi Van Ormer 

For: Brandi Van Ormer
Overall Process: Give Feedback: Brandi Van Ormer
Overall Status: Successfully Completed

Details  Process 

From: Patricia A Marbury
About: Brandi Van Ormer

Feedback Sharing

Don't share with Brandi Van Ormer
 Share with Brandi Van Ormer
 Share with others

Feedback Brandi is so helpful as a colleague. She is always responsive, approachable, and she's super knowledgeable. If she doesn't have an answer, she knows where to find it!