



## Provide Feedback on Performance of Other Employee

1. On 'About Me' select "Career and Performance".



2. Select "Performance" tile.

Benjamin Caxton				
0	Skills and Qualifications Build your talent profile by adding skills and qualifications.	Goals Set and manage performance goals.	Performance Evaluations View performance documents and complete related tasks.	Performance View performance documents and complete related tasks.
A	Career Development	Career Planning	Feedback	
	View details about your development plan, career interest, and career exploration.	Manage your career by stating your objectives, listing your work preferences, and finding opportunities that match your interests.	View or request feedback about yourself.	

3. Go to the "Participant Feedback for Others" section and select Review Period for the intended employee.

articipant	Feedback for Others		^
ending	$\checkmark$		
DA	20-21 Staff Review Period Dawn Ardent	Not Started	
	IT Project Manager	Due 3/5/21	
	Requested By	Participant Role Contributor	





## 4. From here select Evaluate"

<	DA	Participar Dawn Ardent	t Feedback: 20-21 Staff Review Period			Submit
			Review and evaluate the contents of each section of the evaluation. Click     Document Datails	submit when you're done.	^	
			Performance Document Name 20-21 Staff Review Period Evaluated By Jubal Harshaw Review Period 2020 - 2021 Review Period	From Date 7/1/20 To Date 6/30/21		
			Evaluation Topics Questionnaire		Fvaluate	l

5. From here you can fill out your questionnaire and then 'Save and Close.'

Questionnaire Ardent, Dawn		Save and Close	Cancel
	My Questionnaire		
	Continuous assessment and feedback are critical components at Creighton as we strive for "Magis". As we prepare to complete performance reviews, it is important to gain feedback from multiple perspectives. Your response will be kept confidential. The overall results of this feedback will be shared with the individual in aggregate. If you prefer to discuss in person, please control the individual work orquested you complete this form. Thank you for your input and time. Annual Review Questionnaire		
	What strengths has this employee exhibited in his/her work with you in the past year?		
	What areas should this employee focus on improving going forward?		
	In which ways does this person contribute to the Creighton mission?		

6. After this you can submit the feedback

C Participant Feedback: 20 Dawn Ardent	0-21 Staff Review Period		Sub <u>m</u> it
Review and evaluate	the contents of each section of the evaluation. Click submit when you're done.		
Document De	tails	~	
Evaluation Top	vics	^	
Questionnaire		Evaluate	