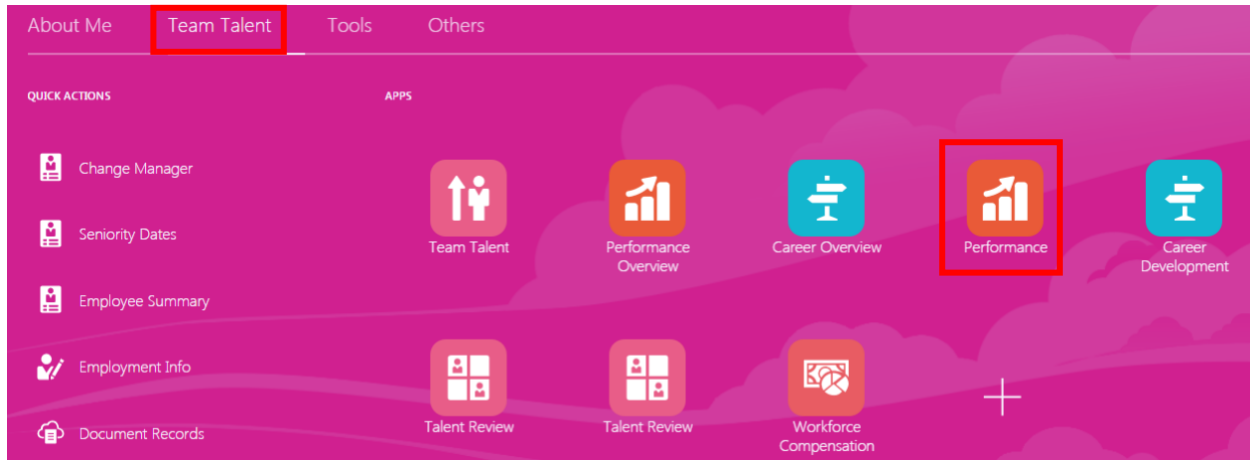


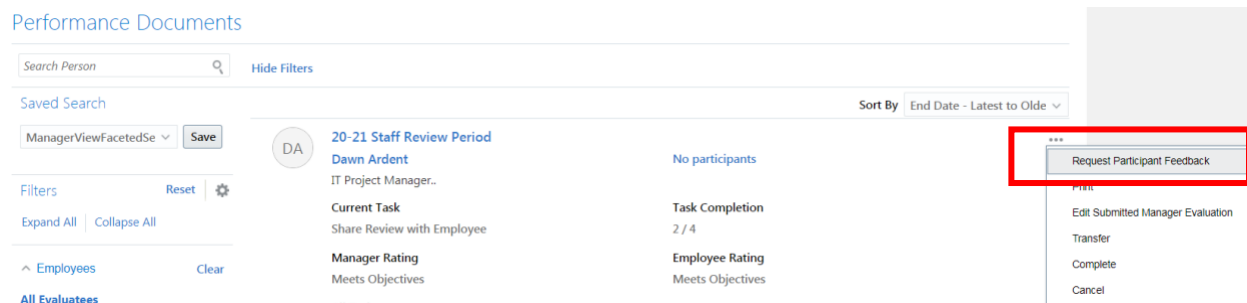
Request Feedback from Others

Purpose: Send a notification to other employees requesting that they provide feedback on your employees. This sends the questionnaire to the other employee.

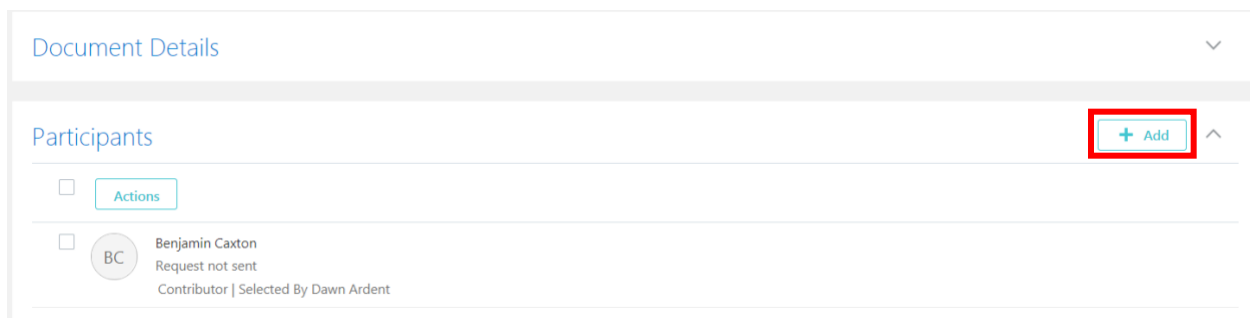
1. In 'Team Talent' select 'Performance' icon.



2. Click the 3 dots on the right and select 'Request Participant Feedback.'



3. Employee recommended feedback providers should be listed
4. Click 'Add' to add additional feedback providers



5. Type person's first or last name in 'Add Person' to search for employee

Current Participants

Select Participants

Add Person

Name	Business Title	Work Email	Person Number
Christine Stanczak	Senior Learning & Development Specialist	ChrisStanczak@creighton.edu	33698
Peter Chriss	IT Project Manager..	pchriss@fakecreighton.edu	37305

6. Select employee

Current Participants

Select Participants

Add Person

☒
☐ PC Peter Chriss
IT Project Manager..

7. Continue
 - a. Add more feedback provides
 - b. To include Employee requested feedback providers click 'Save and Close'
 - c. If finished, click 'Send Request'

Current Participants

Select Participants

Add Person

☒ VS Valentine Smith
Senior IT Project Manager..

☒ PC Peter Chriss
IT Project Manager..

8. After clicking 'Save and Close', select employees to provide feedback. Note: selecting the checkbox next to the Actions button will select all employees listed.

Participants

☐ Actions

- ☐ BC Benjamin Caxton
Request not sent
Contributor | Selected By Dawn Ardent
- ☐ VS Valentine Smith
Request not sent
Contributor | Selected By Jubal Harshaw
- ☐ PC Peter Chriss
Request not sent
Contributor | Selected By Jubal Harshaw

9. Once feedback providers are selected, click the actions button and select 'Send Request.'

☒ ☒ ☒ ☒

Actions

- Add Question
- Change Role
- Send Request**
- Resend Request
- Lock
- Unlock
- Reopen
- Delete

10. Enter a due date (required), comments if applicable and click 'Submit'

Submit

Details

Participants
Benjamin Caxton; Valentine Smith; Peter Chriss

*Due

m/d/yy

Message to Participants