



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.

Abou	ıt Me	Team Talent	Tools	Others				
QUICK A	ACTIONS		API	25				
	Change Ma	anager		≜	-			
	Seniority D	ates		Team Talent	Performance Overview	Career Overview	Performance	Career Development
<u>i</u>	Employee :	Summary						
2/	Employme	nt Info					-	
¢	Document	Records		Talent Review	Talent Review	Workforce Compensation		

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

Performance Documents						
Search Person	Hide Filters					
Saved Search			So	rt By End Date - Latest to Olde $ \smallsetminus $		
ManagerViewFacetedSe V Save	DA	20-21 Staff Review Period Dawn Ardent IT Project Manager	No participants	Request Participant Feedback		
Expand All Collapse All		Current Task Share Review with Employee	Task Completion	Edit Submitted Manager Evaluation Transfer		
∧ Employees Clear All Evaluatees		Manager Rating Meets Objectives	Employee Rating Meets Objectives	Complete Cancel		

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

Document Details	\vee
Participants	+ Add
Actions BC Benjamin Caxton Request not sent Contributor Selected By Dawn Ardent	





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

Current Participants

Select Participants

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

6. Select employee

		Save and Close	Send Request	<u>C</u> ancel
Current Participants			~	
Select Participants			^	
Add Person Select a value				
PC Peter Chriss IT Project Manager	Contributor	×	×	

7. Continue

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

		Save and Clo	se Send Request
Current Participants			~
Select Participants			^
Add Person Select a value V			
Valentine Smith Senior IT Project Manager	Contributor	~	×
Peter Chriss IT Project Manager	Contributor	\vee	×





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 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	5	
	Resend Request	:ł	
(Lock	e	
	Unlock	5	
	Reopen		
	Delete	9	

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

				Sub <u>m</u> it
Details				
Participants				
Benjamin Caxton; Valentine Smith; Peter Chriss				
*Due				
m/d/yy	0 ¹			
Message to Participants				
			11	