



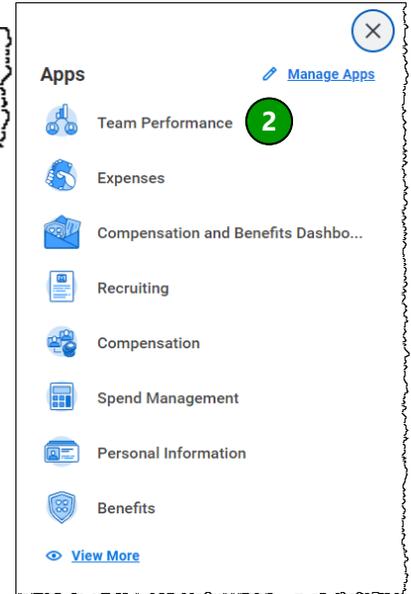
Giving Feedback in Workday

Workday allows VUMC employees to provide feedback on other individuals who work at the institution. The system also allows for feedback to be requested from others. Follow the steps below to give feedback to employees, and request feedback on employees at VUMC.

From the Home Page:

1. Select the **Menu**  icon.
2. Select **Team Performance** from the **Apps** menu.

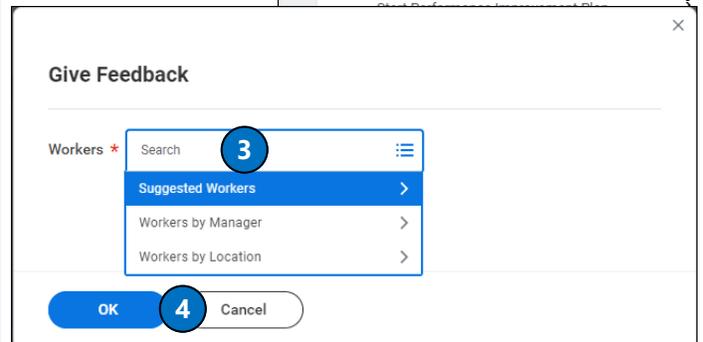
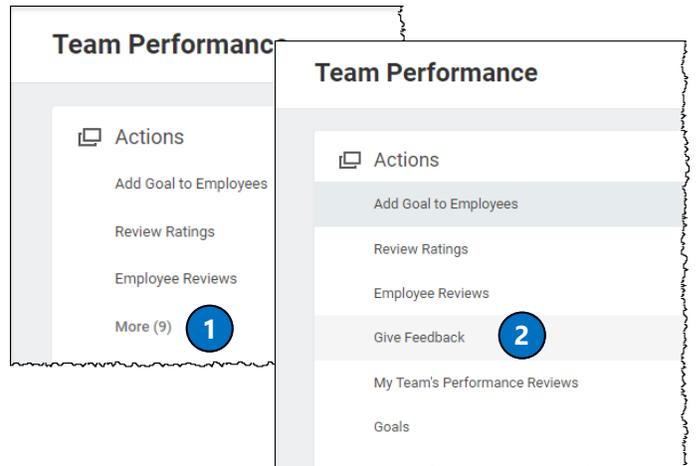
Note: The Apps Menu can be reordered so the option for **Team Performance** may appear in various places on the list. If you don't see **Team Performance**, select **View More** at the bottom of the list.



From the Team Performance Page:

1. Under **Actions**, select **More**.
2. Choose **Give Feedback**.
3. A new window will appear entitled **Workers**. Use the Prompt icon or search to choose the appropriate option(s) for the worker(s) you are providing feedback to.
4. Select **OK**.

Note: More than one employee can be selected while providing feedback, however, the feedback will always be public if more than one employee is included in the feedback.





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From the Give Feedback Page:

1. Choose how you would like the feedback to be shared. Three options are available:
 - **Don't share with employee** is referring to confidential feedback that will not be shared with the employee, it will only be shared with those administrators that have access;
 - **Share with employee** is referring to a private interaction between you and the employee—no one else will have access to it;
 - **Share with others** is referring to public feedback that can be viewed and shared with anyone.
2. Share any specific feedback in the **Details** section.
3. You can select an optional **Badge** to accompany the feedback.
4. Select **Submit**.

Requesting Feedback from Others:

1. Follow the first two workflows from page 1, except, under **Actions**, choose **Get Feedback on Worker**.
2. Choose the employee for which you would like feedback for and select **OK**.
3. Select from whom you would like the feedback and whether you want this feedback **Shared** with others or **Not Shared** with the worker.
4. 3-4 Questions will populate automatically but they can be **Edited**, **Removed**, or more can be **Added** dependent on the feedback expectations.
5. When all questions are complete, select **Submit** to request feedback on an employee.

QUESTIONS?

Please email BusinessEducation@vumc.org.