Get Feedback (On Self) and View Feedback

The following guide will walk you through the **Get Feedback (On Self)** process in Workday.
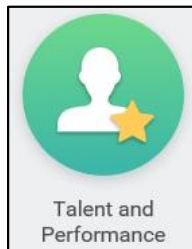
You may choose to utilize the Get Feedback On Self feature in Workday to monitor progress on specific personal development objectives.

As an employee, you can request feedback on yourself at any time through Workday. There are two options when requesting feedback:
- **Share Feedback with Employee Only** – the feedback you receive will not be viewable by your Manager (or other employees) on your Worker Profile in Workday, **it is private**
- **Allow the feedback to be visible to your Manager on your Worker Profile in Workday (automatic default)**

Follow the steps below:

1. **Log into Workday**
2. **Access the Get Feedback on Self feature > click the Talent and Performance worklet on the Home Landing Page > select Get Feedback on Self**

3. **On the next screen > enter the following information:**
   a. Type the **name** of the person you want to ask for feedback in Who do you want to ask?
   b. An **expiration date** (due date) for the feedback request (Optional)
   c. A specific **question** in regards to what feedback you are seeking

4. **Click Submit**

Note: The employee from whom you are requesting feedback from has the option to decline or to submit feedback
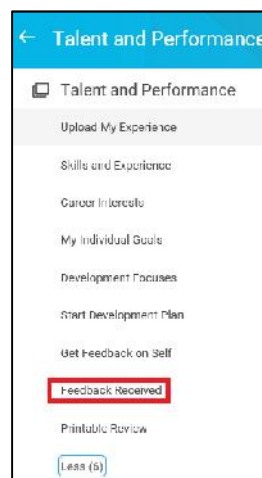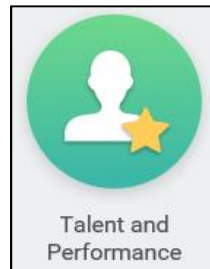
To View Feedback Received:

If the employee from whom you are requesting feedback from submits feedback, you will receive both an email notification and a Workday notification. You can then go into your **Worker Profile** to view the feedback received by following the steps below.

1. Go to your **Notifications** > notice the item received **"Give Feedback: LastName, FirstName"** or navigate directly to your **Worker Profile** to view the feedback received

a. **One option to view feedback is to click the Talent & Performance worklet on the Home Landing Page > select Feedback Received:**

Here you would be able to view who you received feedback from, their feedback, the question you asked them, whether you marked it as private of not, and the date

b. **You can also view feedback by navigating through your Worker Profile > click on your Picture Icon > select View Profile > click More on the Left side of screen > select Performance > select Feedback Received:**

From your Worker Profile you are also able to see Feedback Requested, which contains the status of your feedback requests.