

Feedback for Managers

The feedback feature provides the ability to solicit feedback from anyone on direct reports, or to manage feedback employees have obtained from coworkers. Feedback can be included as part of the performance appraisal document or used as part of the conversation with direct reports.

Both managers and employees can choose to solicit feedback privately, or for it to be shared with the manager and included in the year-end performance appraisal.

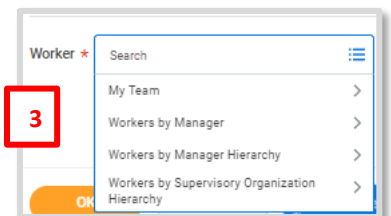
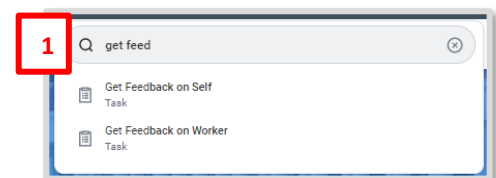
Links below jump to that section in the job aid:

- [Request Feedback \(Peer Review\) on Worker](#)
- [Approve Submitted Feedback](#)
- [Resend a Feedback Request](#)
- [Medical Center - Nurse Specific Requirements](#)
- [Give Feedback on Worker](#)
- [View Feedback on Worker](#)
- [View Feedback on Team](#)
- [Run Feedback Completion Report](#)
- [Notes on Feedback and the Performance Appraisal](#)

Step 1- Request Feedback (Peer Review) on Worker

Managers can request feedback on their worker from anyone at UVA who has an account in Workday. The process requires that a minimum of one question must be included in the request which guides the requestee in focusing their feedback. This is Step 1. You must also approve submitted feedback in Step 2.

1. Enter **Get Feedback** in the global search.
2. Select **Get Feedback on Worker**.
3. Enter the name of the employee in the **Worker** field. It is not possible to select the entire team in this process.



Feedback for Managers

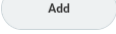
4. **From Workers:** enter the name of the person(s) who will be providing feedback. Multiple names can be entered.

5. **Expiration Date:** This is the due date for the requestee. Allowing two weeks at a minimum is recommended.

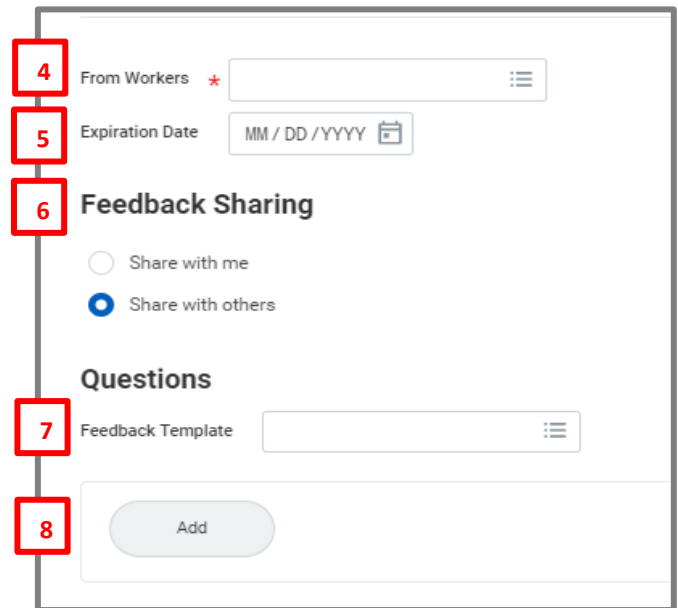
6. **Feedback Sharing:**

- Share with me: does **not** appear in performance appraisal and management chain **cannot** review
- Share with others: appears in performance appraisal and management chain can review

7. **Feedback Template** use if your organization has created a set list of questions that you are expected to use during the performance year (e.g., Medical Center RN's). Click in the field and select from the list of template questions.

8. **Add A Question:** click  to enter a question for the responder. Click the Add button for each question that will be included. Do not enter multiple questions in the same paragraph.

9. Click the **Submit** button at the bottom of the screen and the task will route to the person's Workday inbox.




The screenshot shows a feedback form interface with the following elements:

- 4**: A text input field labeled "From Workers" with a plus sign and a menu icon.
- 5**: A date input field labeled "Expiration Date" with a calendar icon and the format "MM/DD/YYYY".
- 6**: A section titled "Feedback Sharing" with two radio button options: "Share with me" (unselected) and "Share with others" (selected).
- 7**: A text input field labeled "Feedback Template" with a menu icon.
- 8**: A rounded rectangular button labeled "Add" located below the "Feedback Template" field.

Step 2 - Approve Submitted Feedback

Managers have the option to approve or deny submitted feedback. If the manager selected to share the feedback, it will appear in the performance appraisal and can be viewed by the management chain and the employee. Irrelevant or inappropriate feedback can be blocked.

When feedback is submitted, it appears in the manager's Workday inbox and the manager receives an email notification.

1. Go to the inbox  and select the **Give Feedback: [Employee Name]** task.
2. Review the feedback, and select the following options:
 - a. **Approve:** If shared, is available to the employee and will populate on the appraisal. If private, will store in the employee's profile but can only be viewed by you.
 - b. **Deny:** Deletes the task from the inbox and eliminates the response. It will not be recorded in Workday.
 - c. **Cancel:** Closes the task without affecting it.

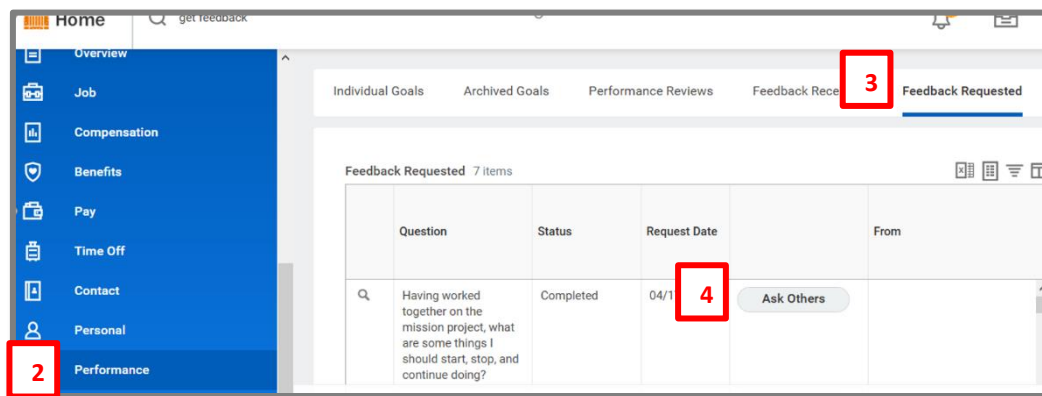
If feedback is still needed from the responder, the request will have to be re-initiated using the process in the first section of this document.

Feedback for Managers

Resend a Request for Feedback

If a person does not respond by the date entered in the request, it can be resent.

10. Enter the employee's name in the global search. After selecting their name, their profile appears.
11. Click on **Performance** in blue menu.
12. Click on **Feedback Requested**.
13. Locate the question that you wish to resend and click the **Ask Others** button in the same row.



14. The 'Get Feedback' template appears. Enter the name of the employee to receive the request.
15. Click Submit.

Medical Center - Nurse Specific Requirements

Medical Center (MC) Nurses and Nurse Leaders are required to use a standard set of questions when requesting feedback. The following is required of all MC nurses in all settings and all roles.

- **Feedback Sharing:** MC nurses must select Share with others.
- **Questions Feedback Template:** Nurses must select the template relative to their position:
 - a. **Non-leader Nurses:** select the **PNSO Peer Review – Team Member Self-selected** template.
 - b. **Nurse Leaders:** select the **PNSO Peer Review – Nurse Leader Self-selected** template.

Give Feedback on Worker

Only managers can initiate the process to give feedback to a worker. Employees can only request feedback.

1. Type **Give Feedback** in the global search and select the task.
2. Enter an employee's name in the **Worker** field.

Feedback for Managers

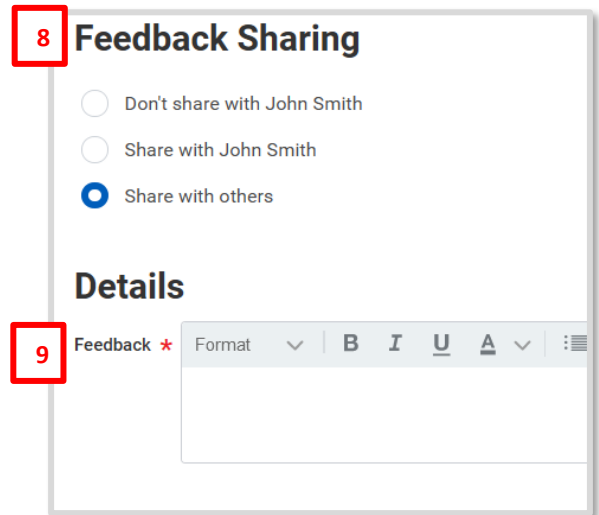
16. Click **OK**.

17. **Feedback Sharing:**

- **Don't share with:** only you will see this feedback.
- **Share with:** only you and the employee will see this feedback and it will not appear on the performance appraisal.
- **Share with others:** the employee, you, and your management chain will have view access and it will appear on the performance appraisal

18. **Feedback:** Enter the feedback.

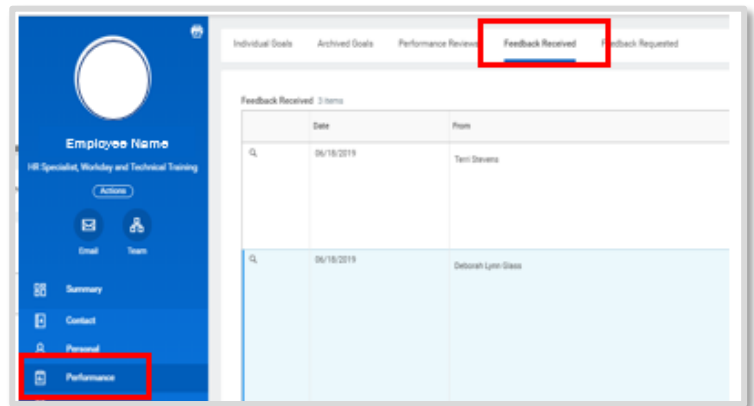
19. Click **Submit**.



View Feedback on Worker

Managers can view feedback provided for direct reports. If the employee requested feedback and it was not marked **Share with others**, you will not be able to view the feedback.

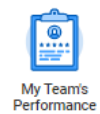
1. Enter and select the worker's name in the global search.
2. Click on **Performance** in the left menu.
3. Click the **Feedback Received** tab.



View All Feedback for Team

Managers can view a report that includes all direct report's feedback.

1. Click the **My Team's Performance App**.
2. Select the **My Direct Reports Feedback Details (Last 23 Months)** link in Additional Resources.
3. **Project Worker** field: leave blank
4. Click **OK**.



5. Click in the table headers to filter or sort to specific workers or job profiles.

Feedback for Managers

Run Feedback Completion Report

Managers can run a report that displays the status of all feedback requests for direct reports, either your requests or your employee's request.

1. Enter **Feedback Activity – All Worker Requests** in the global search.
2. All fields are optional. The following are recommended for specific areas of UVA.

A. Date Initiated On or After: Enter the earliest date feedback requests may have been sent. Consider using the beginning of the performance cycle.
FOR NURSE PEER REVIEW: Leave this field blank.

B. Date Initiated On or Before: Enter the LAST date a request may have been sent. Leaving it blank defaults to today's date.

FOR NURSE PEER REVIEW: Leave this field blank.

C. Job Requires RN License?: Critical for Nurse Managers when reviewing feedback required for Magnet status. Check to review only registered nurses in all settings.

D. Include Subordinate Organizations: Check to include all supervisory organizations that report up to you.

Feedback Activity - All Worker Requests

A Date Initiated On or After MM / DD / YYYY

B Date Initiated On or Before MM / DD / YYYY

Company

Job Family Group

Job Family

Job Profile

Worker

C Job on RN Clinical Career Ladder?

Job Requires RN License?

Supervisory Organization

D Include Subordinate Organizations

3. Click **OK**.

Note: If report is large, you may get a prompt to notify you when the report is ready. When complete, the report displays as an overlay in the upper right area of Workday and in the Notifications .

Reviewing the Report:

- To determine who has *requested* feedback, review the 'Date Initiated' column; if it lists a date, then the employee has requested feedback. If it is blank, then the employee has not requested feedback.
- If the employee has requested feedback, the 'Steps Awaiting Action' and 'Awaiting Persons' columns will list if it is pending completion with someone. If the employee has a date in the 'Date Initiated' column, and the 'Steps Awaiting Action' and 'Awaiting Persons' columns are blank, the employee has successfully requested and received feedback.

Notes on Feedback and the Performance Appraisal

Additional information on feedback is also available on the [Performance website](#).

- Feedback can be requested within a department or from anyone, anywhere at UVA (co-workers, managers, etc.)
- The year-end performance appraisal will include any feedback received during the appraisal review period, including either the calendar year or fiscal year timeframe. Feedback appears in the Feedback section of the appraisal as a downloadable spreadsheet.
- The best time to request feedback is when you're "in the moment" versus at the end of the performance year. For example, if you are working with individuals or leaders outside your team for a project, request feedback at the conclusion of the project when people's minds are fresh in regard to your skills and relationship abilities.
- Individuals cannot edit or delete feedback in their profile. However, if someone's feedback is inappropriate, review with your HRBP and contact askhr@virginia.edu for it be deleted (please include justification).