Anytime Feedback – Provide or Get Feedback
The objective of this guide is to provide Anytime Feedback for an employee or self.

Security Role
- Manager/Employee

Contents

Provide Feedback
1. From the Workday home page in the search bar type **Get Feedback**.
   a. Select **Get Feedback** on **Worker** or **Self**.
      - **Note**: *In this example, we will select Self.*
2. Using the **drop down** select **Who do you want to request feedback from**.
   - **Note**: *By checking the box, you can Make Feedback Anonymous*.
3. Select how you would like the **Feedback Shared**.
4. Enter in what you would like Feedback on by entering a **Question,** if needed you can Add more than one question by clicking **Add**.
5. Select **Submit**, if ready to send OR **Save for Later**, you are not ready to send.

Get Feedback on Worker
6. Using the seach bar type **Get Feedback**.
7. Select **Worker** you would like to get feedback on.
8. Follow steps 4-6 to complete the actions.

Acceptance Criteria
9. Verify that you have been successful in Request **Anytime feedback** on **Self** and if Manager for a **Worker**.