

## USER GUIDE

## Give Feedback

This guide walks you through how to Give Feedback to another worker to celebrate them. Anyone can provide feedback at any time.

With Give Feedback, you can share positive information about the person's actions or behaviors and how their actions or behaviors impacted the team, department, or the County overall. Remember to keep your feedback specific and work-related. Do not put any protected information in Give Feedback such as clients, minor names, DOB, etc.

### GIVE FEEDBACK

1. In the Search bar, type in **Give Feedback**. From here, you can enter in the name(s) of the employee(s) you are wishing to give feedback to.

#### Give Feedback

Workers \*

*If selecting multiple workers, all of the Feedback and Badge will be the same for each worker.*

Once entered, click **OK**.

2. The next screen is where you will enter **Feedback** and select a **Badge** from the dropdown menu.

#### Details

Feedback \*  **B** **I** **U** **A**

Thank you for all of your effort on the Workday presentation.

Badge

Workers to Notify

There is nothing to enter in Workers to Notify. Once done entering, click **Submit**.

3. The recipient's manager will get a task to review the feedback. The manager can approve or deny.

If the feedback is approved, it will be visible to the feedback recipient as well as the Manager and HR. It may also be provided to County Administration if it falls under a Core Value category. This feedback will also show on the manager's team highlights.

If the feedback is denied, the worker initiating will just see it denied in their archive. There is nothing sent to the recipient or manager.

Please note that if you also want to complete the Core Value Role Model form. This is located on the Workday homepage under announcements or by using this link: <https://forms.co.marathon.wi.us/forms/Core-Value-Role-Model>