

While completing the Performance Evaluation process for your direct report(s), if you need to get input from a co-supervisor, department head, etc. then the <Get Feedback> button is a great option.

At the Manager Review step (step 2), the <get feedback> option becomes available.

-Click the <Get Feedback> button.



-Type in the applicable name, and click the <Search Users> button.

Find:

Filtered by:

With: First Name and

Last Name and

Username

Using:

The search results will be displayed. If the correct individual is indicated, click the <Select & Continue> button.

Results			
	Name	Personnel Area	Job title - Code
<input checked="" type="radio"/>	Supervisor, Best	1000	40501753-Regular Faculty

Confirm that the “Forward Form To” information is correct, and then click the <Send To ...> button.