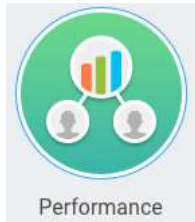


Getting Started: Request & Provide Peer Feedback

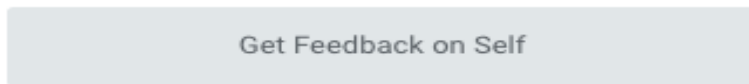
How to Request Feedback

From the Home page:

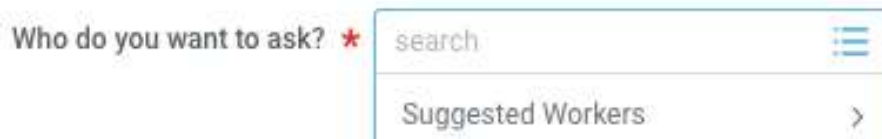
1. Click on the **Performance** worklet



2. From the **Actions** menu click on **Get Feedback on Self**.



3. Click on the **Who do you want to ask?** box and select 2 PEERS. The Suggested Workers menu will provide you with a list of all the people who report to the same supervisor as you..



A PEER is a nurse colleague of the **same job rank and similar competencies** as you.
Remember you may not choose your Nurse Supervisor or a Non-Nurse to provide peer feedback.

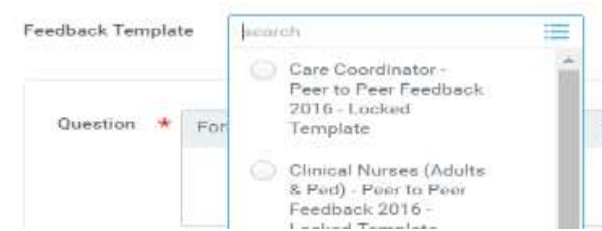
4. Make sure to select the check box next to the Privacy question **“Share feedback with employee only”**. **This will ensure the feedback provided by your peers is viewable **ONLY** by you.**

Privacy

Share feedback with employee only



5. Choose the **Feedback Template** appropriate to your role from the dropdown menu.



An Alert icon  will

appear. You can ignore this.

6. Click **Submit** to send the feedback form to your selected peers.
7. Click **Done** to return to your home page.

To View Feedback Received

From the Home page:

1. Click on the **Performance** worklet.
2. From the **View** menu click on **My Feedback Received**.

Getting Started: Request & Provide Peer Feedback

How to Provide Requested Feedback


You will receive a Workday Inbox task from each peer who has requested feedback from you. You will also receive a “daily digest” notification to your NYP email address. To access your Workday Inbox:

1. If you have feedback requests pending, you will see a number above the cloud icon on the upper right hand corner of the screen.



2. Click on the cloud and select Inbox from the list.



3. Click on the **Give Feedback** item in your inbox to complete the form.
4. If you want to expand the form, click on the Expand  arrows on the upper right
5. Provide feedback in the **Feedback** text box beneath each question using one of the options from the scale provided within the form. Provide commendations &/or recommendations.

6. Once you have provided feedback for each item, click submit to complete the process.



To add feedback in the text boxes you can either **Type** directly into the box or **Copy** the appropriate item from the instructions and **Paste** into the text box.



To **Copy** and **Paste** an item from the list:

- Place your mouse to the left of the 1st word you want to copy.
- Left click and, without letting go of the button, drag the cursor all the way to the end of the line.
- Release the button, then move the cursor into the now highlighted section. RIGHT click, then select **Copy** from the menu that appears.
- Click into the appropriate text box, RIGHT click again, then select **Paste**.