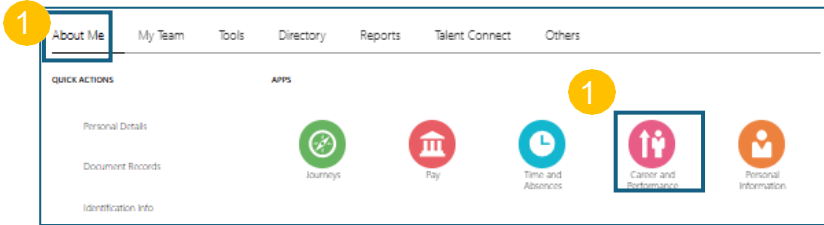
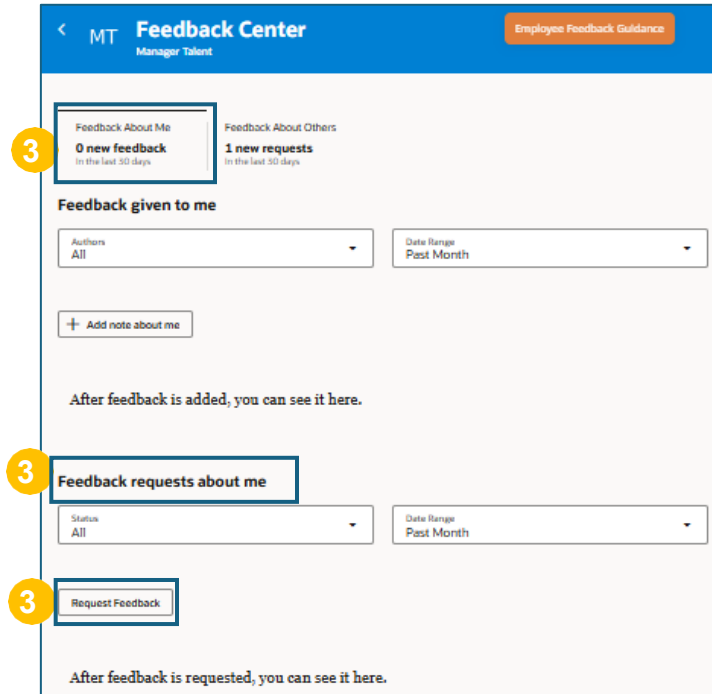
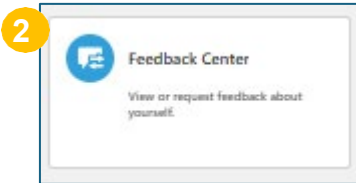


Part 1: Access the Feedback Module

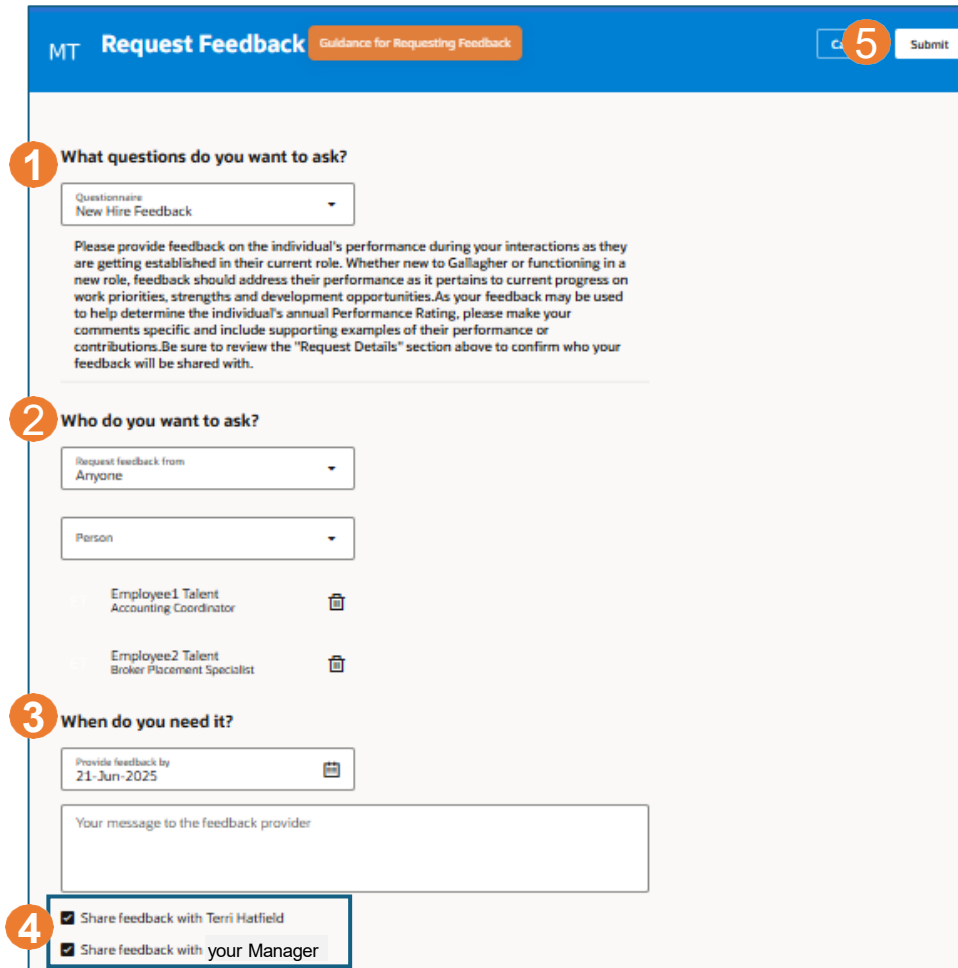


1. From your myHR home page Navigator menu, under 'About Me' select 'Career and Performance'
2. Select the 'Feedback Center' module to open a page of your feedback and to view or request feedback about yourself



3. Under the 'Feedback about Me' tab, under the 'Feedback requests about me' section, select 'Request Feedback';

Part 2: Requesting Feedback



1. Select from the Feedback template options
2. Search for the colleague(s) you wish to get feedback from (you can select more than one colleague).
3. Enter a due date and an optional message to the feedback provider.
4. Confirm that you would like to share this feedback with your manager and/ or yourself and then select continue. **The default is to give feedback to you and your manager**
5. Select Submit to Send your feedback request

Note: An email notifications will be sent to your colleague informing them of the request, and you will be notified when it is completed