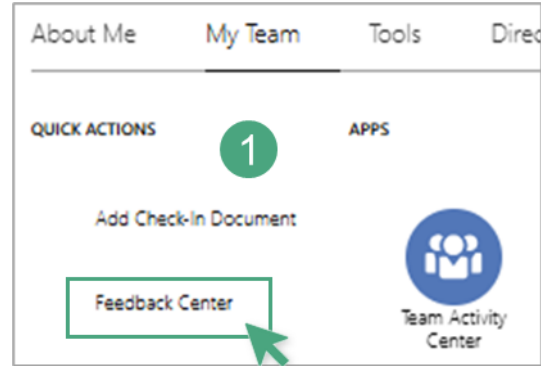
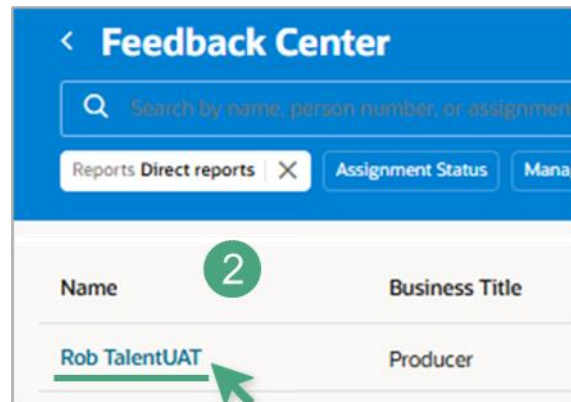


PART 1:

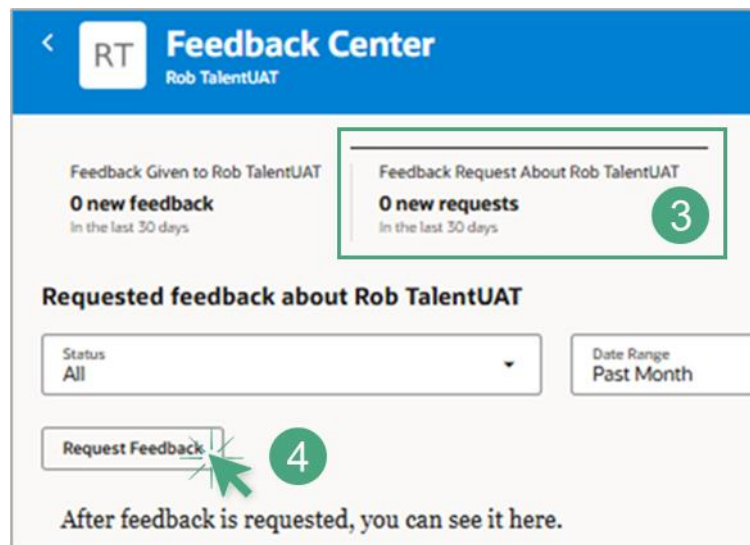
Accessing Employee's Feedback Request



1. In the myHR home page, go to the "My Team" tab and select "Feedback Center"



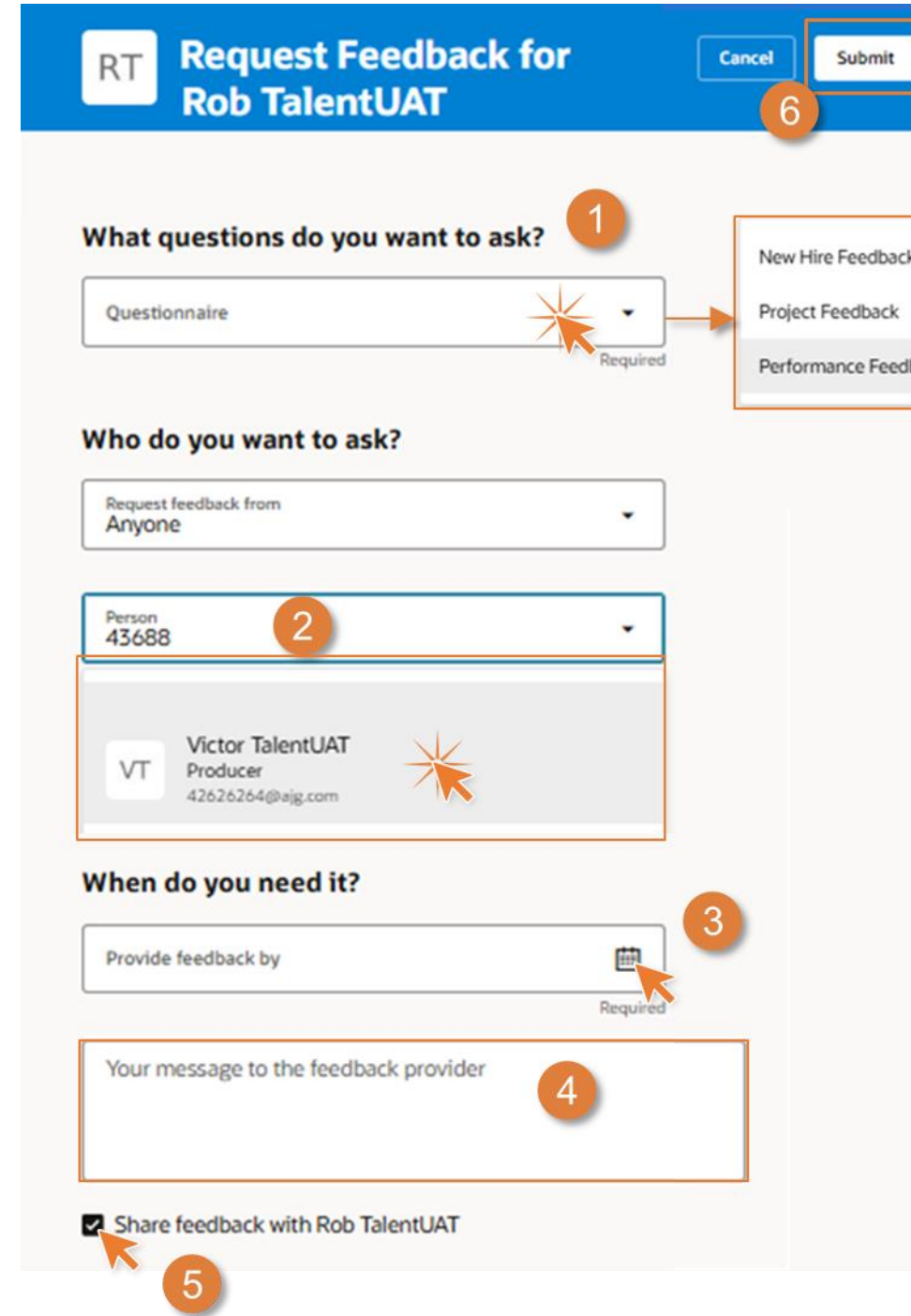
2. Click the employee you're requesting feedback for



3. Under the "Feedback Requested About" tab...
4. Select "Request Feedback"

PART 2:

Requesting Feedback



1. From the Questionnaire drop-down, select the type of feedback you're requesting
 - » New Hire Feedback: *Early performance, strengths, and development areas*
 - » Project Feedback: *Performance and development during a project*
 - » Performance Feedback: *Contributions, strengths, and development for the year*
2. Enter the name, email, or ID number of the feedback provider
3. Select a feedback deadline
4. Add notes to guide the feedback provider (optional)
5. Uncheck the box if you do not want the employee to see the feedback in the system