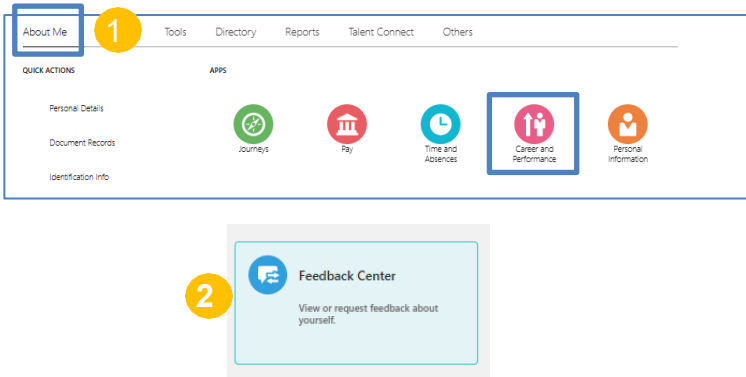
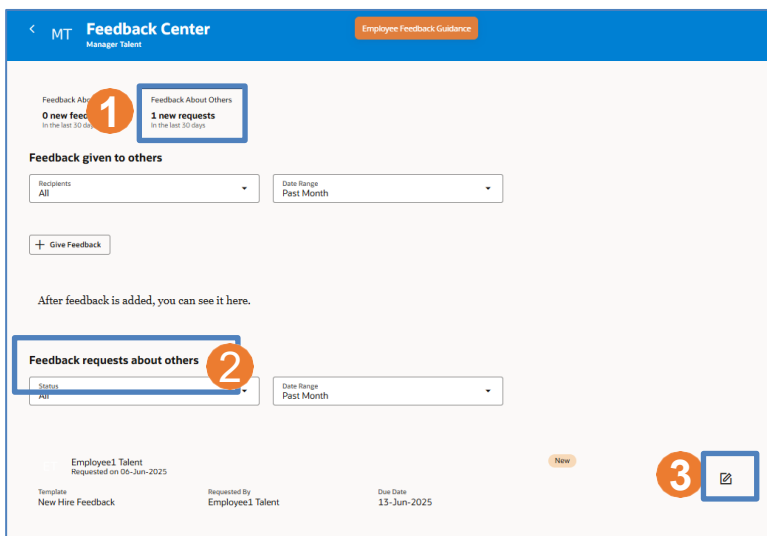


Part 1: Accessing Feedback Requests

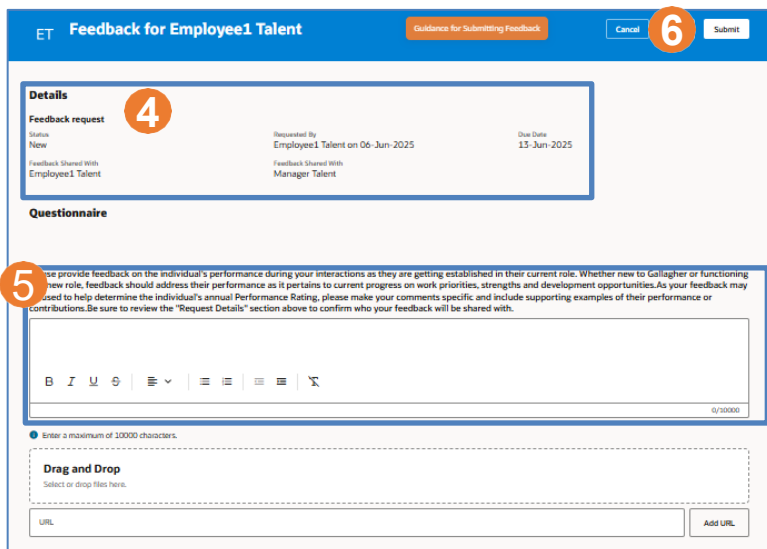


1. From your myHR home page, Under 'About Me; Select "Career and Performance" .
2. Select the "Feedback Center" module to open a consolidated feedback page where you can access requests sent to you and view/request feedback about yourself

Part 2: Provide Feedback



1. Select the Feedback About Others tab. It will show you any new requests received in the last 30 day at the top of the page.
2. Under 'Feedback Requests about others' you will see the feedback request
3. Select the pencil icon to provide feedback
4. Review the feedback request details at the top to **confirm who your feedback will be shared with**



5. Read the guidance for what to consider when drafting your comments and then enter your feedback in the text box.
 - Optional: Add an attachment or link
6. Click Submit when complete.

Note: An email notification will be sent to the requestor informing them that your feedback has been submitted.