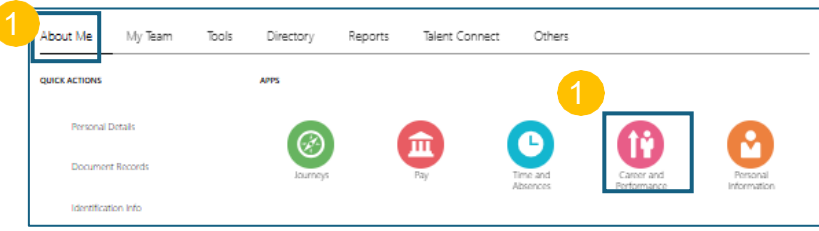


PART 1:

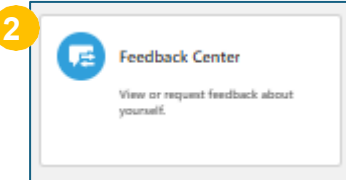
Part 1: Access the Feedback Module

PART 2:

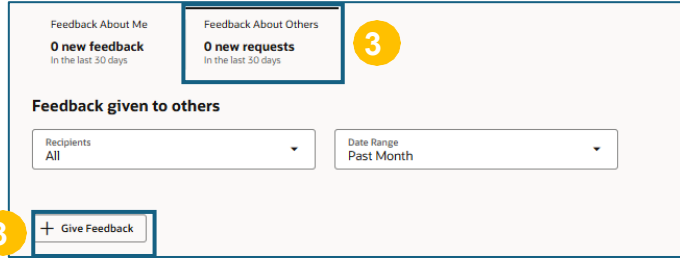
Provide Feedback



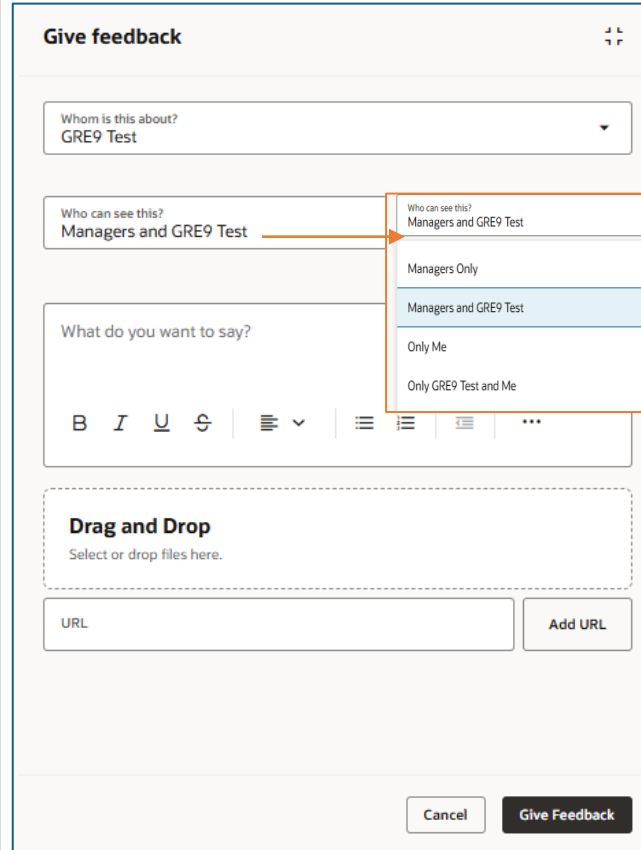
1. From your myHR home page Navigator menu, under 'About Me' select 'Career and Performance'



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 Others' tab, under the 'Feedback given to others' section, select 'Give Feedback';



1. Search for the colleague you wish to give feedback to.

2. Select who can view your feedback

» Managers Only: Visible to the employee's manager and their leadership hierarchy; use for formal input

» Managers & Employee: Constructive or developmental feedback for both to view

» Only Me: Private note for your reference

» Only Employee & Me: Informal feedback or recognition for the employee to see

3. Enter your comments

» Focus on actions, behaviors, and impact

4. Optional: Add attachments or links as supporting documentation.

5. Select "Give Feedback" to submit or "Cancel" to discard.