

Feedback area of e-Appraisal system

Feedback allows employees and their managers to track accomplishments throughout the year so that they can be highlighted during future appraisal processes. Feedback such as a Journal Note or a Manager Note are kept in the **Feedback** area.

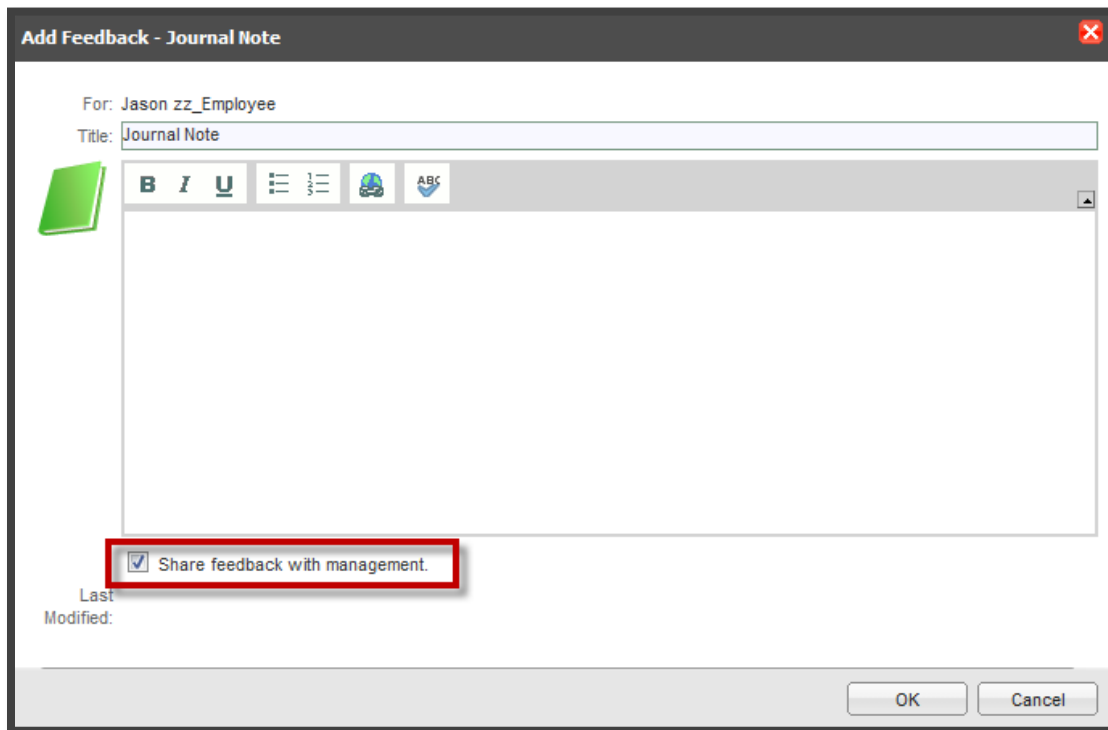
When adding a feedback item, employees have the option of keeping it private or allowing their supervisor to access the note. Supervisors can also add notes to their direct report's Feedback area.

Additionally by choosing to share the note with management an employee can effectively keep their manager updated on their most recent accomplishments. This section should be visited and added to whenever the employee has an achievement that they would like to keep track of.

Employee Steps

To Add a New Journal Note:

1. In the **My Performance** area, click **Feedback**
2. Click the **Add** button
3. Select the type of feedback to add
4. Enter a title for the note
5. Enter the details of the note
6. If you want to allow your supervisor to view the Note, select **Share feedback with management**
7. Click **OK**



Add Feedback - Journal Note

For: Jason zz_Employee
Title: Journal Note

B I U [List Icons] [Image Icon] [ABC]

Share feedback with management.

Last Modified:

OK Cancel

To View or Modify Feedback:

1. In the **My Performance** area, click **Feedback**
2. Under the Note column, click the **Title** of the note you want to view
3. The Journal Note pop-up window displays containing all of the information for that Note
4. At this point you may do any of the following:
 - a. Change the Title
 - b. Add additional information in the Description field
 - c. If you want to allow your supervisor to view the note, select **Share feedback with management**
5. Click the **OK** button when you are finished editing.

The Journal Note is updated and the Last Modified date changes to today's date

Manager Steps

1. Click **My Employees**
2. **Select an employee by clicking on their name**
3. **Go to Feedback** and select the type of feedback you would like to add
4. Click the **Add** button
5. Select the type of feedback to add
6. Enter a title for the note
7. Enter the details of the note
8. If you want to allow the employee to view the Note, select **Share feedback with employee**
9. Click **OK**

Feedback Details - Manager Note

For: Haley halogenEmployee

Title: Manager Note

B I U

note about the whole team.

Share feedback with employee.

Last Modified:

Created Date: 02/11/2014

OK Cancel