

Requesting Feedback

If you are a manager, you can request that any employee provide feedback on yourself or another team member. The request for feedback then appears as a task in the requested employee's Timeline. Feedback you request will be visible to yourself and the feedback provider, and after the feedback is supplied, the target employee, and the employee's direct manager.

To request feedback, follow the steps outlined below:

- Navigate to Self -> Collaboration -> Continuous Feedback
- From the Continuous Feedback landing page, click "Request Feedback."
- Use the "Feedback For" field to select the employee who will receive feedback.
- Enter all or part of the employee's first name, last name, or Employee ID. The system displays any matching results as you type.
- Select the desired employee from the list of results.
- To add a new reviewer of the feedback, click "New Reviewer." Enter all or part of the employee's first name, last name, or Employee ID. The system displays any matching results as you type.
- Select the desired employee from the list of results and be sure to click Save to be able to move on to the next step.
- To update a reviewer, click "Edit" and perform the above steps.
- To remove a reviewer, select "Remove" from the Actions menu.
- Enter the "Due Date" by which users should provide feedback.
- Enter the "Subject" line of the feedback request.
- Enter a "Description" of the feedback request. This description appears with the request in the requested employees' Timeline.
- To add a new item, click "New Linked Item."
- Select the "Type" of item (Competency or Goal).
- You can select any competency associated with the user, their primary job, or their primary position.
- Select the specific Competency or Goal from the menu.
- Click "Save."
- To edit an existing item, click "Edit" and perform the steps above.
- To remove an item, select "Remove" from its Actions menu.
- Use the "Additional Questions" section to add more questions from a question template, or ad-hoc questions from the Continuous Feedback Question Library.

Read more about Requesting Feedback by accessing the [Performance Management guidebook](#).

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.