

# Human Resource Management System

## Workday Job Aid Talent Management



This Job Aid describes the information Employees, People Managers and Human Resources Personnel can access regarding Talent Management.

- Employees
- People Managers
- Human Resources

### Contents:

1. [Overview – Talent & Talent Review](#)
2. [Initiate Talent Review \(Talent or HR Partner, with Employee/Manager\)](#)
3. [Update Profile: Talent Review \(Employee\)](#)
4. [Review/Approve Employee Talent Information \(Manager\)](#)
5. [Update Talent Statement](#)
6. [Update Professional Affiliations](#)
7. [Update Skills](#)
8. [Update Education](#)
9. [Update External Job History](#)
10. [Update Internal Projects](#)
11. [Update Work Experience](#)
12. [Update Languages](#)
13. [Update Certifications](#)
14. [Update Training](#)
15. [Update Awards](#)
16. [Request/Provide Feedback \(TBC\)](#)



# Human Resource Management System

## Workday Job Aid Talent Management



### 1. Overview – Talent & Talent Review

The purpose of this job aid is to assist employees in adding or updating their Workday Professional profile and to provide managers with the ability to assess their direct reports' career potential using a Workday Employee Talent Review Professional Profile Task.

An updated Professional Profile assists managers with workday talent management and assessment tasks by allowing managers to view up-to-date performance criteria which may be used to develop talent pools for organizational succession planning, when applicable.

Additionally, an Employee Talent Review Professional Profile Task allows managers to assess an employee's career potential for performance talent management processes.

Employees may use the **Career** application to update their Workday profile (also considered a talent profile), including certifications, education, training, work experience, languages, and job history so they may apply for internal positions. Updating the Workday profile allows employees to share their information, which Managers and Human Resource Personnel may use for recruiting, career development, and mobility.

Employees may also use the **Performance** application to view the feedback received, get feedback on themselves, view goals and reviews, and start a development plan, among other performance-based actions.



# Human Resource Management System

## Workday Job Aid Talent Management



### 2. Initiate Talent Review (Talent or HR Partner, with Employee/Manager)

In Workday, Managers can use talent reviews to document key talent information about their employees.

#### The HR Partner initiates the Talent Review for an individual worker:

1. Search within the Workday search bar **Start Talent Review for Worker** task, then select the task.
2. Click the **Worker** prompt to select the specific worker you wish to initiate a talent review.
3. Click the **Talent Review Template** prompt and select **Talent Review Employee**.
4. Click **Ok**, then **Done**.

This has initiated the talent review for the particular worker: the employee will now be notified by Workday to update their talent profile.

#### The HR Partner initiates the Talent Review for a department or talent pool:

1. Search within the Workday search bar **Start Talent Review for Organization** task, then select the task.
2. Click either **Supervisory Organization** or **Talent Pool** and select the relevant group.
3. Click **Ok**.
4. Select the **Talent Review Template**. If you choose, you may select the box next to **Include Subordinate Organizations**.
5. Click **Ok**.
6. Click **Done**.



# Human Resource Management System

## Workday Job Aid Talent Management



This has initiated the talent review for the department or talent pool. Each employee within the selected department/talent pool will now be notified by Workday to update their talent profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 3. Update Profile: Talent Review (Employee)

A manager may request for an employee to update their profile:

1. From the Workday Homepage, go to your inbox.
2. Select the message 'Update Profile: Talent Review Employee: [Employee Name].'
3. You will now update your talent profile within Workday. Within the message, you will update your information by either using the **Guided Editor** (step-by-step guide to updating the talent profile) or the **Summary Editor** (you can edit everything on one page). Click either **Go to Guided Editor** or **Go to Summary Editor**.

#### If you select **Go to Guided Editor**:

- **Talent Statement:** Identify your primary performance talents, explain how these abilities show in your performance and work habits.
  - a. Click **Add** under Talent Statement.
  - b. Under **Type**, select **Personal**.
  - c. Write your **Statement**.
  - d. Click **Next**.
- **Job Details:** This information is based on your current job details only. You can review but not update. Your supervisor will be reviewing this information as well once you submit your Talent Review.
  - a. Review the listed information then click **Next**.
- **Job History:** In this section, you will be asked to review your job history external to Suffolk County. Your past experiences help our management team take advantage of the full complement of your talents. If your talent profile does not accurately reflect your external job history, please update it accordingly.
  - a. Click **Add** under Job History.
  - b. Fill in the required information. Try to be as detailed as possible. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional external work experience, click **Add**.
  - e. When you have finished adding/updating your job history, click **Next** at the bottom of the page.



# Human Resource Management System

## Workday Job Aid Talent Management



- **Education:** In this section, you will be asked to review/enter your Education.
  - a. To add education, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional education, click **Add**.
  - e. When you have finished reviewing/entering your education, click **Next** at the bottom of the page.
- **Training:** In this section, you will be asked to review your training inventory (this is training you have previously taken). Enter in your training or update the existing information to make sure it is up to date.
  - a. To add training, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add additional training, click **Add**.
  - e. When you have finished reviewing/entering your training, click **Next** at the bottom of the page.
- **Languages:** In this section, you will be asked to review your languages. Please update your language abilities or proficiencies to reflect your current attainment.
  - a. To add a language, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional language, click **Add**.
  - e. When you have finished reviewing/entering your languages, click **Next** at the bottom of the page.
- **Certifications:** In this section, you will be asked to review your certifications. If you have existing certifications or are qualified for new ones, please update your information. Some certifications must be validated and will only update your profile once verified.
  - a. To add a certification, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional certification, click **Add**.
  - e. When you have finished reviewing/entering your certifications, click **Next** at the bottom of the page.



# Human Resource Management System

## Workday Job Aid Talent Management



- **Talent Summary:** In this section, you will be asked to write a summary talent statement. This statement should be three to five lines describing your strengths, the position you may be interested in seeking (if applicable), and what you will bring to the job.
  - a. Click the pencil symbol to the right of **Employee Summary**.
  - b. Write your **Employee Summary** and **Talent Summary Details**.
  - c. When you have finished, click the check symbol to the right of **Employee Summary**.
  - d. Click **Next**.
- **View your entire talent review:** You will now review all your entered information from each section to verify its accuracy. You may go into each section if preferred and make edits/corrections. When this has been completed, click **Submit** at the bottom of the page.
- You have now submitted your talent review.

### If you select **Go to Summary Editor**:

- You are now viewing the entire talent review on one page. Go through each section to review/update the information.
- Begin with **Talent Statement**: Identify your primary performance talents, explain how these abilities show in your performance and work habits.
  - a. Click **Add** under **Talent Statement**.
  - b. Under **Type**, select **Personal**.
  - c. Write your **Statement**.
  - d. Click the check box to the right of **Talent Statement** to save your entry.
- Go to the **Job Details** section. This information is based on your current job details only. You can review but not update. Your supervisor will be reviewing this information as well once you submit your Talent Review.
- Go to the **Job History** section. In this section, you will be asked to review your job history external to Suffolk County. Your past experiences help our management team take advantage of the full complement of your talents. If your talent profile does not accurately reflect your external job history, please update it accordingly.
  - a. Click **Add** under Job History.
  - b. Fill in the required information. Try to be as detailed as possible. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional external work experience, click **Add**.
  - e. When you have finished adding/updating your job history, click the check box to the right of **Job History** to save your entry.



# Human Resource Management System

## Workday Job Aid Talent Management



- Go to the **Education** section. In this section, you will be asked to review/enter your Education.
  - a. To add education, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional education, click **Add**.
  - e. When you have finished reviewing/entering your education, click the check box to the right of **Education** to save your entry.
- Go to the **Training** section. In this section, you will be asked to review your training inventory (this is training you have previously taken). Enter in your training or update the existing information to make sure it is up to date.
  - a. To add training, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add additional training, click **Add**.
  - e. When you have finished reviewing/entering your training, click the check box at the right of **Training** to save your entry.
- Go to the **Languages** section. In this section, you will be asked to review your languages. Please update your language abilities or proficiencies to reflect your current attainment.
  - a. To add a language, click **Add**.
  - b. Fill in the required information. You may explore additional fields by clicking **Details**.
  - c. You may update pre-existing information listed as well.
  - d. If you wish to add an additional language, click **Add**.
  - e. When you have finished reviewing/entering your languages, click the check box at the right of **Languages** to save your entry.





# Human Resource Management System

## Workday Job Aid Talent Management



- Go to the **Certifications** section. In this section, you will be asked to review your certifications. If you have existing certifications or are qualified for new ones, please update your information. Some certifications must be validated and will only update your profile once verified.
    - a. To add a certification, click **Add**.
    - b. Fill in the required information. You may explore additional fields by clicking **Details**.
    - c. You may update pre-existing information listed as well.
    - d. If you wish to add an additional certification, click **Add**.
    - e. When you have finished reviewing/entering your certifications, click the check box at the right of **Certifications** to save your entry.
  
  - Go to the **Talent Summary** section. In this section, you will be asked to write a summary talent statement. This statement should be three to five lines describing your strengths, the position you may be interested in seeking (if applicable), and what you will bring to the job.
    - a. Click the pencil symbol to the right of **Employee Summary**.
    - b. Write your **Employee Summary** and **Talent Summary Details**.
    - c. When you have finished, click the check symbol to the right of **Employee Summary** to save your entry.
  
  - **View your entire talent review:** You will now review all your entered information from each section to verify its accuracy. You may go into each section if preferred and make edits/corrections. When this has been completed, click **Submit** at the bottom of the page.
  
  - You have now submitted your talent review.
4. Your manager will now view your submitted talent review. If you accidentally submitted the talent review before completion, contact your manager to send the talent review back to you for additional edits.



# Human Resource Management System

## Workday Job Aid Talent Management



### 4. Review/Approve Employee Talent Information (Manager)

After your employee completes a talent review, you will receive a **Talent Review** task in your inbox. You must now review and approve the employee's talent review. To review an employee's talent review:

1. From the Workday Homepage, go to your inbox.
2. Select the message 'Update Profile: Talent Review Employee: [Employee Name].'
3. Review the employee's talent review by clicking **Go to Guided Editor** (this will take you step by step into each section of the employee's talent review) or **Go to Summary Editor** (view the employee's entire talent review on one page). Be sure to thoroughly review each section: Talent Statement, Job Details, Job History, Education, Training, Languages, Certifications, and Talent Summary.
4. Once all information has been reviewed, select **Approve** at the bottom of the page. If you wish for the employee to further review and make modifications to the talent review, click **Send Back** and list the **Reason**. If you click **Deny**, this terminates the talent review business process for the employee. If you choose this, list the **Reason**.



# Human Resource Management System

## Workday Job Aid Talent Management



### 5. Update Talent Statement

Talent statements are brief professional descriptions. Talent statements can be used to support performance reviews, development discussions, and career planning. To update your talent statement:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, click **More** and select the **Career** tab.
4. Various tabs have now appeared at the top of the screen. Make sure the **Professional Profile** tab is selected.
5. Under **Statements**, you should see your existing talent statements.
6. Click the **Add** button to add a talent statement to your Workday profile.
7. When you have finished editing your talent statement, click **Submit** at the bottom of the page.
8. Click **Done**.



# Human Resource Management System

## Workday Job Aid Talent Management



### 6. Update Professional Affiliations

To update your professional affiliations:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **More** on the top right.
5. Scroll down and select **Professional Affiliations**.
6. If you have any previously entered professional affiliations, they will be listed.
  - To update your previously entered professional affiliations, click **Edit** to the right of the professional affiliations. You may also click **Remove** to delete the professional affiliation from your profile.
7. To add a new professional affiliation, click **Add** at the bottom of the page.
8. Select the **Name**. Add relevant information in the additional boxes.
9. If you wish to add an additional professional affiliation, click **Add**.
10. When all professional affiliations have been entered, click **Submit** at the bottom of the page.
11. Click **Done**.

**Note:** Managers must approve any professional affiliations before it appears on your Workday profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 7. Update Skills

To update your skills:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **Skills** on the top right.
5. If you have any previously entered skills, they will be listed.
  - To update your previously entered skills, click **Edit** below the skills listed.
6. To add a new skill, click **Edit**.
  - Search for a skill by category or select create a new skill.
  - Select the skills you wish to add to your Workday profile.
  - Workday suggests additional skills you may wish to select.
  - When all skills have been added, click **Ok**.
  - Click **Done**.



# Human Resource Management System

## Workday Job Aid Talent Management



### 8. Update Education

To update your education:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **Education** on the top right.
5. If you have any previously entered education, it will be listed.
  - To update your previously entered education, click **Edit** to the right of the education. You may also click **Remove** to delete the education from your profile.
6. To add a new work experience, click **Add** at the bottom of the page.
  - Enter the **Country** and **School**.
  - Enter any other relevant information in the other boxes.
  - You may include an attachment (such as a diploma) by clicking **Attachments** and clicking **Select Files** to browse your computer for the file or drag the file into the gray area on the page.
  - You may add another education experience by clicking the **Add** button below.
  - When all education has been added, click **Submit**.
  - Click **Done**.



# Human Resource Management System

## Workday Job Aid Talent Management



7. You may also click **Upload My Experience**. This is used if you wish to upload the education information listed on a resume. Workday will automatically import the information from your resume.
  - Select the file by clicking **Select file** to browse your computer for the file, or drag the file into the gray area.
  - Click **Ok**.
  - When Workday has uploaded and imported your education, verify the information and check for any mistakes (Workday will also import work experience and other relevant information listed on your resume, be sure to check all sections that Workday imports). If you try to submit the information without fixing errors that may have occurred during the import process, Workday will send you an error message when you try to **Submit** the process.
  - When all information has been checked for accuracy, click **Submit**.
  - Click **Done**.

**Note:** Any uploaded education must be approved by the HR Partner before it appears on your Workday profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 9. Update External Job History

Employees may add/update their external job history (jobs you have held not including employment within Suffolk County):

1. From the Workday Homepage, select the **Career** application.
2. Under the **View** section, click **More**.
3. Select **Job History**.
4. Any previously entered jobs will be listed. You may click **Edit** to revise the job listed or click **Remove** to completely remove this position from your job history.
5. To add a position to your job history, click **Add** at the bottom of the page.
  - Enter the **Job Title, Company,** and **Start Date**. If you are unable to find the company listed, check the appropriate box below **Company** and enter the Company Name.
  - Enter any other relevant information in the other boxes.
  - You may add another job by clicking the **Add** button below.
  - When all jobs within your job history have been entered, click **Submit** at the bottom of the page.
  - Click **Done**.
6. You may also click **Upload My Experience**. This is used if you wish to upload external job experience based on a resume. Workday will automatically import the information from your resume so that it will appear on your profile.
  - Select the file by clicking **Select file** to browse your computer for the file, or drag the file into the gray area.
  - Click **Ok**.
  - When Workday has uploaded and imported your experience, verify the information and check for any mistakes (Workday will also import education information and other relevant information listed on your resume, be sure to check all sections that Workday imports). If you try to submit the information without fixing errors that may have occurred during the import process, Workday will send you an error message when you try to **Submit** the process.
  - When all information has been checked for accuracy, click **Submit**.
  - Click **Done**.





# Human Resource Management System

## Workday Job Aid Talent Management



### 10. Update Internal Projects

To update your internal projects:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **More** on the top right.
5. Scroll down and select **Internal Projects**.
6. If you have any previously entered internal projects, they will be listed.
  - To update your previously entered internal project, click **Edit** to the right of the internal project. You may also click **Remove** to delete the internal project from your profile.
7. To add a new internal project, click **Add** at the bottom of the page.
8. Enter the name of the **Internal Project**.
9. Add relevant information in the additional boxes.
10. If you wish to add an additional internal project, click **Add**.
11. When all internal projects have been entered, click **Submit** at the bottom of the page.
12. Click **Done**.

**Note:** Your manager must approve your added internal projects before they are displayed on your Workday profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 11. Update Work Experience

Work experience differs from job history in that work experience may involve a specific skill set/trade/information experience.

#### Employees may add/update work experience:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, click **More**, then select **Work Experience**.
5. If you have any previously entered work experience, they will be listed.
  - To update your previously entered work experience, click **Edit** to the right of the work experience. You may also click **Remove** to delete the work experience from your profile.
6. To add a new work experience, click **Add** at the bottom of the page.
7. Select the **Work Experience**. Add relevant information in the additional boxes.
8. If you wish to add an additional work experience, click **Add**.
9. When all work experience has been entered, click **Submit** at the bottom of the page.
10. Click **Done**.



# Human Resource Management System

## Workday Job Aid Talent Management



### HR Partners may enter additional outside employment for an employee via a Workday custom object:

1. From the Workday Homepage, search for the employee's name within the search bar.
2. From the search results, select the related actions button next to the employee's name (three yellow dots).
3. From the Actions menu that appears, hover over **Additional Data** then select **Edit**.
4. The employee's name should appear along with a **Custom Object** field.
5. Select **Outside Employment** from the **Custom Object** field.
6. Click **OK** at the bottom of the screen.
7. Enter the required fields to record outside additional employment the employee has outside of the county.

**Note:** This field is different from the employee's **Work Experience** field within their Workday profile, as this includes all past work experience. The **Outside Employment** custom object is used for current additional outside work experience beyond that of his or her county employment.



# Human Resource Management System

## Workday Job Aid Talent Management



### 12. Update Languages

Employees may add/update languages:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **Languages**.
5. If you have any previously entered languages, they will be listed.
  - To update your previously entered languages, press **Edit** to the right of the language. You may also remove a language by clicking **Remove** to the right of the language.
6. To add a new language, click **Add** at the bottom of the page.
7. From the row, select the **Language**. You may check if it is your native language.
8. Select your **Ability** level. You may also select your **Proficiency** and if you received an assessment, the date of the assessment.
9. You may add an additional language by clicking the + sign in the top left of the box.
10. When all languages have been entered, click **Submit** at the bottom of the page.
11. Click **Done**.

**Note:** Please be advised that some language abilities will require additional approvals and/or verifications (depending on your position) before your profile will be updated. Your manager will receive a notification to approve the language.



# Human Resource Management System

## Workday Job Aid Talent Management



### 13. Update Certifications

Employees may add/update certifications:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **More** on the top right.
5. Scroll down and select **Certifications**.
6. If you have any previously entered certifications, they will be listed.
  - To update your previously entered certifications, press **Edit** to the right of the certification.
7. To add a new certification, click **Add** at the bottom of the page.
8. Select the **Certification** and enter relevant information in the other fields.
9. If you have any documentation related to the certification, you may upload it by clicking **Attachments** and clicking **Select files** to browse your computer for the file or drag the file into the gray area.
10. You may add an additional certification by clicking the **Add** button below.
11. When all certifications have been entered, click **Submit** at the bottom of the page.
12. Click **Done**.

**Note:** Your manager and an HR Partner must approve all entered certifications before they appear on your Workday Profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 14. Update Training

Employees may add/update training:

1. From the Workday Homepage, go to your Workday profile by clicking your profile picture in the top right of the page (if you do not have a picture uploaded, this will appear as a cloud).
2. Click **View Profile**.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **More** on the top right.
5. Scroll down and select **Training**.
6. If you have any previously entered training, they will be listed.
  - To update your previously entered training, click **Edit** to the right of the training. You may also remove a training by clicking **Remove** to the right of **Edit**.
7. To add a new training, click **Add** at the bottom of the page.
8. Enter the **Training** and **Training Type**. Enter any other relevant information.
9. You may add additional training by clicking the **Add** button below.
10. When all training has been entered, click **Submit** at the bottom of the page.
11. Click **Done**.

**Note:** Your training will now appear on your Workday Profile.



# Human Resource Management System

## Workday Job Aid Talent Management



### 15. Update Awards

HR Partners and the Talent Administrator may add achievements to an employee's Workday profile such as awards, award activity, and publications:

1. From the Workday Homepage, search for an employee within the search bar at the top of the page.
2. Select the employee's name from the search results. You are now viewing the employee's Workday profile.
3. From the tabs on the left, select the **Career** tab.
4. From the tabs that appear on the top of the page, select **More** on the top right.
5. Scroll down and select **Achievements**.
6. If you have any previously entered achievements, they will be listed.
  - To update previously entered achievements, click **Edit** to the right of the achievement. You may also remove an achievement by clicking **Remove** to the right of **Edit**.
7. To add a new achievement, click **Add Award and Activity** at the bottom of the page.
  - Select the **Type, Title,** and **Start Date** of the Award or activity. Enter other relevant information in the other fields.
  - You may add an additional award or activity by clicking the **Add** button below.
  - When all awards and achievements have been entered, click **Submit** at the bottom of the page, then click **Done**.
8. To add a new publication, click **Add Publication** at the bottom of the page.
  - Select the **Type, Title,** and **Date** of the publication. Enter other relevant information in the other fields.
  - To add other contributors to the publication, click **Contributors**, then click the + sign to add the contributor's information.
  - You may add an additional publication by clicking the **Add** button below.
  - When all publications have been entered, click **Submit** at the bottom of the page.
  - Click **Done**.

**Note:** Employees may also add a publication to his or her Workday profile, but not awards or award activity.



# Human Resource Management System

## Workday Job Aid Talent Management



### 16. Request/Provide Feedback

You can either get feedback on yourself or give feedback to other employees. Other employees may deny your requests for feedback. Feedback requests are never mandatory.

To get feedback, you need the following: the name of the employee from whom you are requesting feedback, and at least one specific question or request.

1. From the “View All Apps” link on the Workday Homepage, select the **Talent and Performance** application.
2. Under the Feedback received section, click on the **Get Feedback** button.
3. Select which worker(s) you wish to receive feedback from within the **From Workers** field.
4. If you wish to see the employee’s name attached to the feedback in the future, make sure that the **Make Feedback Anonymous** check box remains unchecked.
5. If you wish to allow others to see the feedback, select **Share with others**. Otherwise, select **Share with me**.
6. Select the **Feedback Template**.
  - You may further edit the questions that have been preloaded.
  - You may add additional questions by clicking the **Add** button below the last question that appears. You may also remove questions by clicking **Remove** below each question.
7. Click **Submit**.

**Note:** The employee’s manager must review and approve the task **Get Feedback on Self**. Once this has been approved, the workers chosen to give feedback will now be notified in their Workday inbox to give feedback requested by you.





# Human Resource Management System

## Workday Job Aid Talent Management



When providing requested feedback, you will see a task in your Workday inbox:

1. From the Workday Homepage, go to your inbox.
2. Select the message 'Give Feedback: [Employee Name].'
3. In the feedback text boxes, respond to the question(s) sent by the employee.
4. If you would like to decline certain questions, check the **Decline** box. You may also enter a **Reason**.

**Note:** You may decline all questions by clicking the **Decline All** button at the bottom of the page.

5. When you are finished, click **Send** to complete the feedback request.
6. Click **Done**.

You may also give feedback without being prompted by another employee:

1. From within the **Talent and Performance** application click the **Give Feedback** button under the **Anytime Feedback** section.
2. Select the worker(s) you would like to give feedback to.
3. Click **Ok**.
4. If you would like your feedback to be anonymous, uncheck the **Show my Name** box.
5. If you would like to give feedback that only the employee's managers can see, check **Don't share with [Employee Name]**. If you would like to give feedback that the employee's manager cannot see, check **Share with [Employee Name]**. If you would like your feedback to be seen by both the employee and their manager, check **Share with others**.



# Human Resource Management System

## Workday Job Aid Talent Management



6. Enter your feedback or comments in the **Feedback** text box.
7. If you would like to send the employee a badge, please select one from the **Badge** drop-down.
8. When you are finished, click **Submit** to send your feedback.



# Human Resource Management System

## Workday Job Aid Talent Management



Change Log				
Revision Number	Date of Change	Affected Lesson	Action	Initials
1.1.1.1	09/15/2021		Log Created	RK

