This job guide focuses on **the task of the manager "asking for feedback" from others.** This is an **optional** step in the process
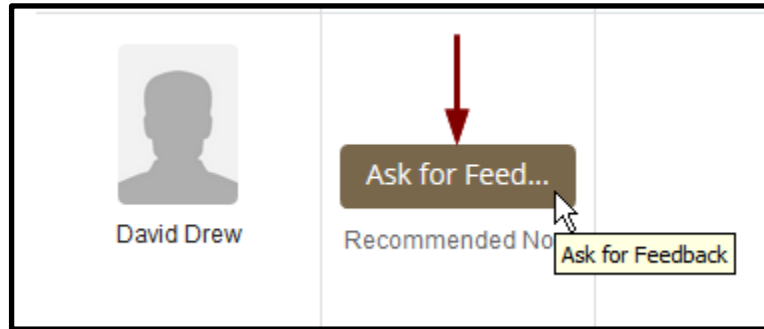
Access Performance Management by using your Texas State Net ID and password to logon to this site: www.hr.txstate.edu/performance-management/login.html

In the manager's "Team Overview", the manager can see the steps in the process and where each employee is in the process. The column that assists in gathering performance information is labeled "Feedback from Others". This is an optional part of the review process. However, if a manager has only been supervising an employee for a 2-3 months it could be helpful to ask others in the organization to provide some feedback/comments on the employee's performance.

1. To request feedback, click on the button labeled "Ask for Feedback".

This window appears and you are presented with colleague's/peer choices to select from to seek the performance feedback.

2. Click on the name of the person to add them to the feedback request.

3. After selecting the individual(s) to request feedback, click on the "Send Email" button.

The recipient will receive the email in their Outlook mailbox.
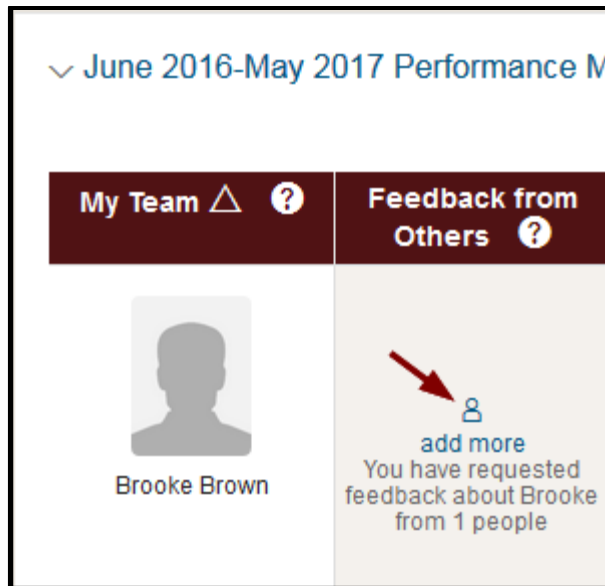
Once the manager has requested feedback, on the team overview the small "people" icon will appear to acknowledge the request for feedback and a prompt to ask others to provide feedback, if desired.
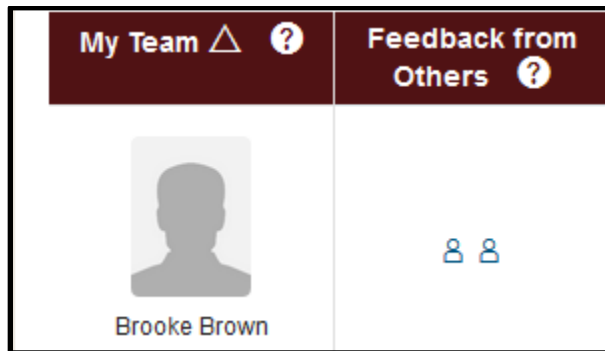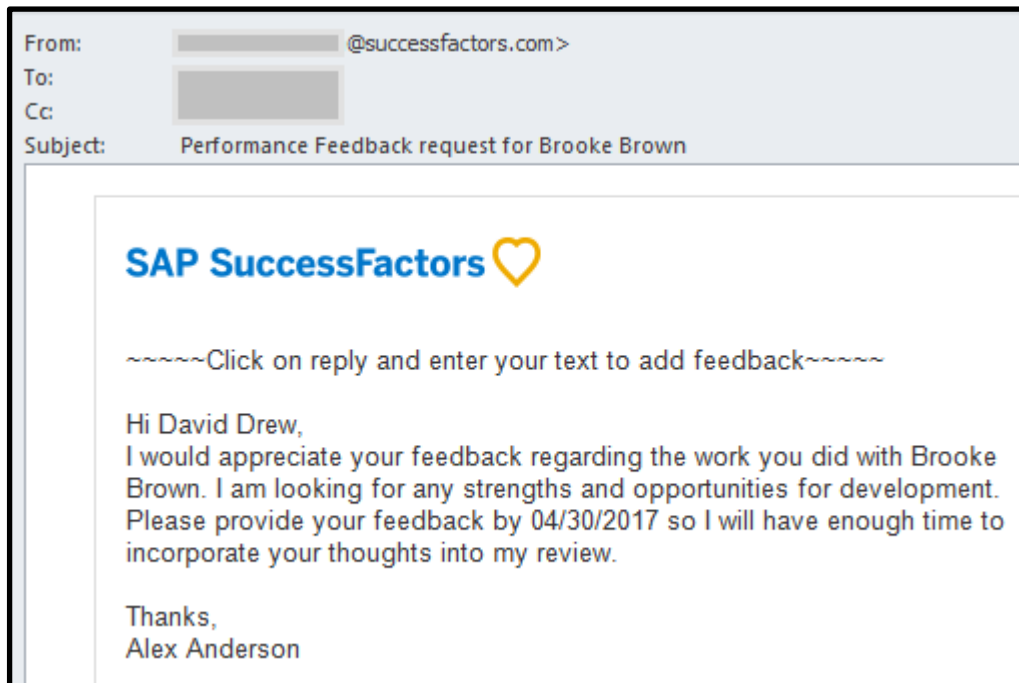

If a manager requests feedback from two individuals the page will appear as above.

The person will receive an email in their Outlook inbox and will simply respond to the email with their performance comments and feedback. **The email reply is sent to the performance management system.**

4. In the display, note that one of the "people icons" has a small check mark over it. This means the feedback comments have been provided. Click on the "people icon" to view the feedback.

The manager can hover over the other "people icon" to see who has not yet sent in their feedback.

After receiving the feedback, the manager determines how to use the feedback received for assessing the employee's performance. The manager can take the feedback into account or the manager may determine the feedback is not applicable. <u>The feedback sent to the manager cannot be viewed by the employee.</u>

5. **The manager can ask for feedback from anyone in the organization that could provide helpful information for the review process. To ask for feedback outside of those suggested to the manager, click the "Add external email address". Enter the complete Texas State email address and enter the name of the person to whom the request will be sent. Next click the "Send Email" button and the request for feedback is complete.**

While the request for feedback is an <u>optional</u> feature for the manager, if an employee has worked on a project for a number of months it could be helpful to ask for feedback from the other project team members with whom the employee worked. Or perhaps the employee recently transferred to the department/manager, the manager may want to ask for feedback from the prior manager, if they are still employed at the University. It could also be that the manager is new to the department and could find it helpful to solicit feedback from others with more longevity at the University. As a manager, take advantage of the feature as appropriate for the team.

This ends the job guide for the manager requesting performance feedback. For more training guides go to the Performance Management website at:
http://www.hr.txstate.edu/performance-management.html