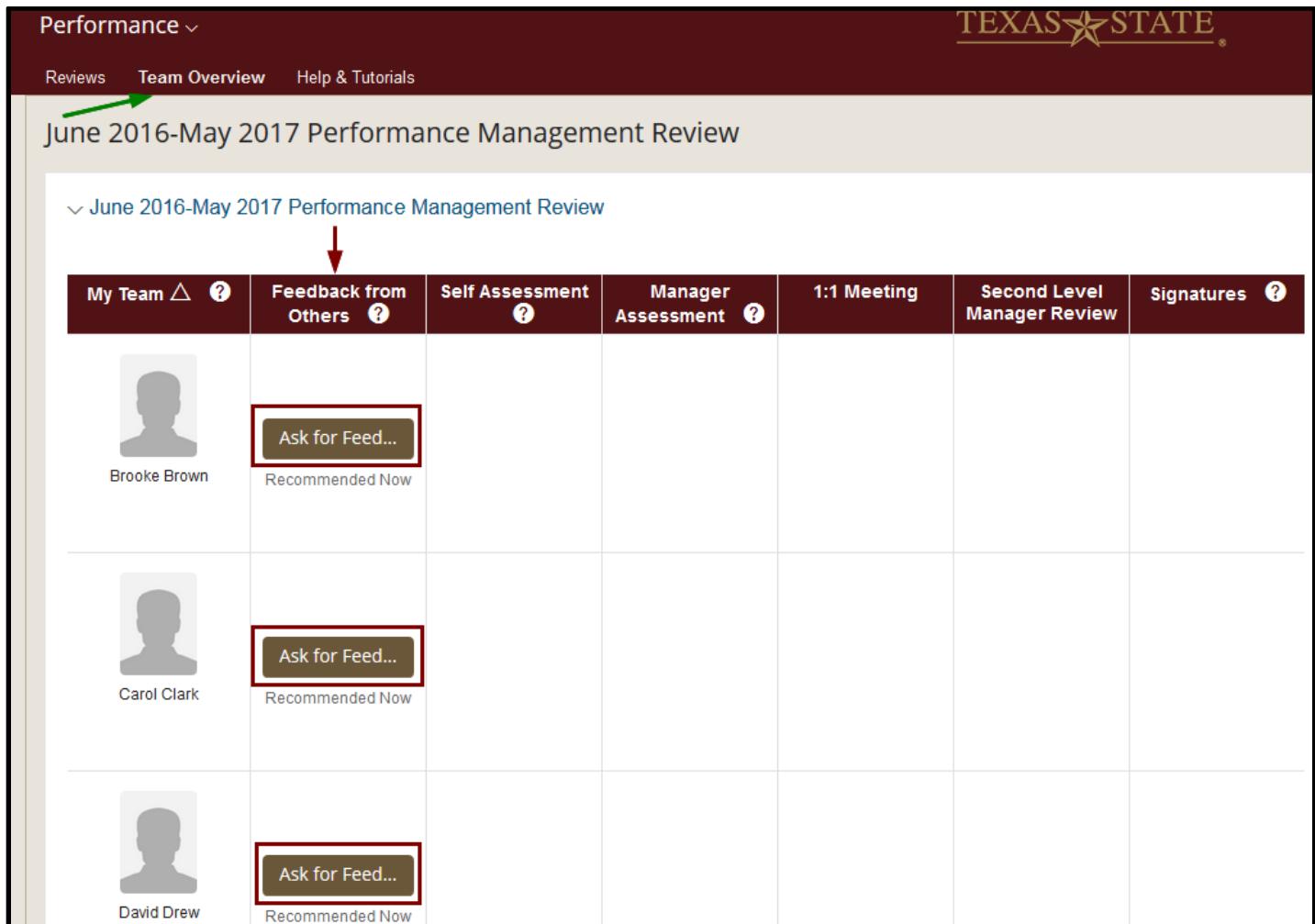


This job guide focuses on the task of the manager “asking for feedback” from others. This is an optional step in the process

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](http://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.



Performance ▾

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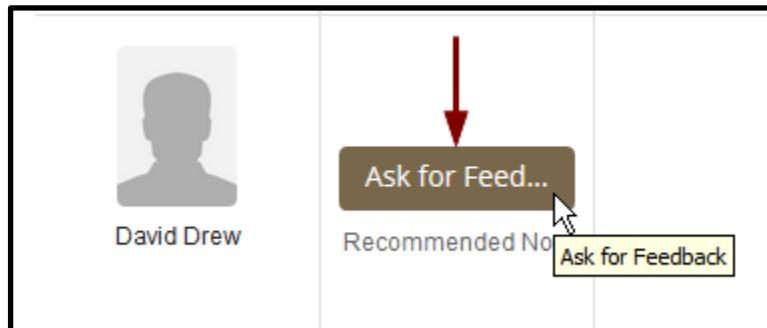
Reviews Team Overview Help & Tutorials

June 2016-May 2017 Performance Management Review

June 2016-May 2017 Performance Management Review

My Team	Feedback from Others	Self Assessment	Manager Assessment	1:1 Meeting	Second Level Manager Review	Signatures
Brooke Brown	<b>Ask for Feed...</b> Recommended Now					
Carol Clark	<b>Ask for Feed...</b> Recommended Now					
David Drew	<b>Ask for Feed...</b> Recommended Now					

**1. To request feedback, click on the button labeled “Ask for Feedback”.**



Ask for Feedback about Brooke Brown

 Send an email to 3-5 people and we will show their feedback with the performance review forms

Add existing employee  
 Add external Email address

Or select from the following recommended list

 Carol Clark VP Marketing
 David Drew VP Engineering
 Ely Eisley Director Sales
 Felicia Ford Director Sales
 Wishbone Doc Watson VP HR

People:

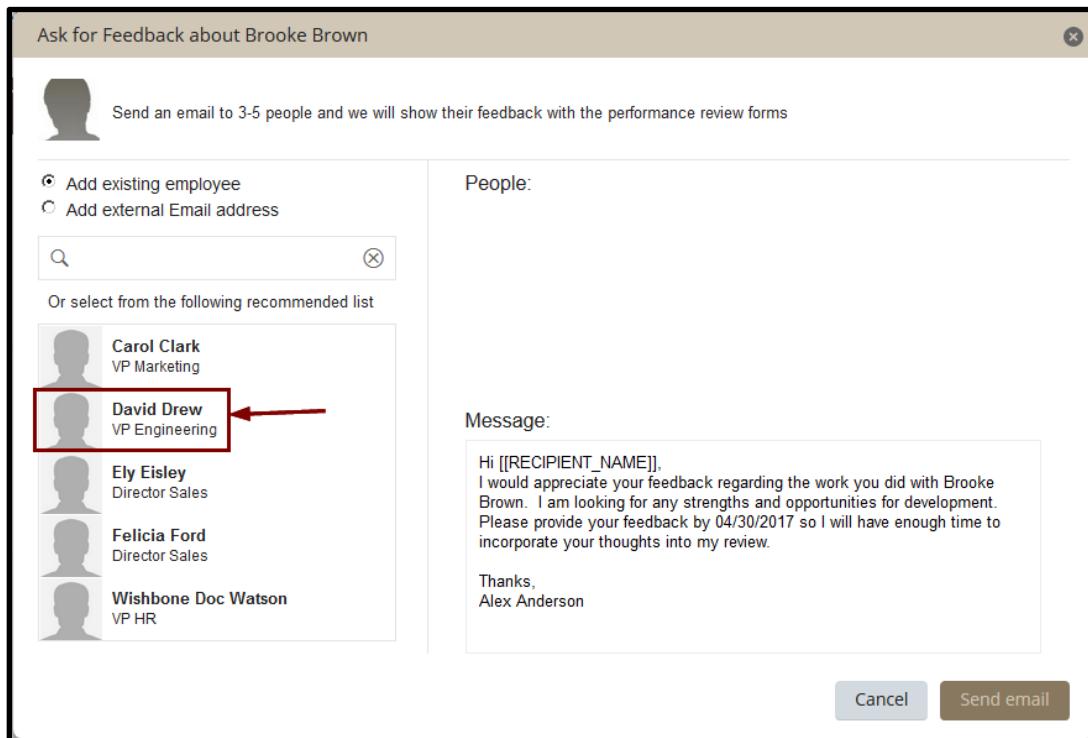
Message:

Hi [[RECIPIENT\_NAME]],  
I would appreciate your feedback regarding the work you did with Brooke Brown. I am looking for any strengths and opportunities for development. Please provide your feedback by 04/30/2017 so I will have enough time to incorporate your thoughts into my review.

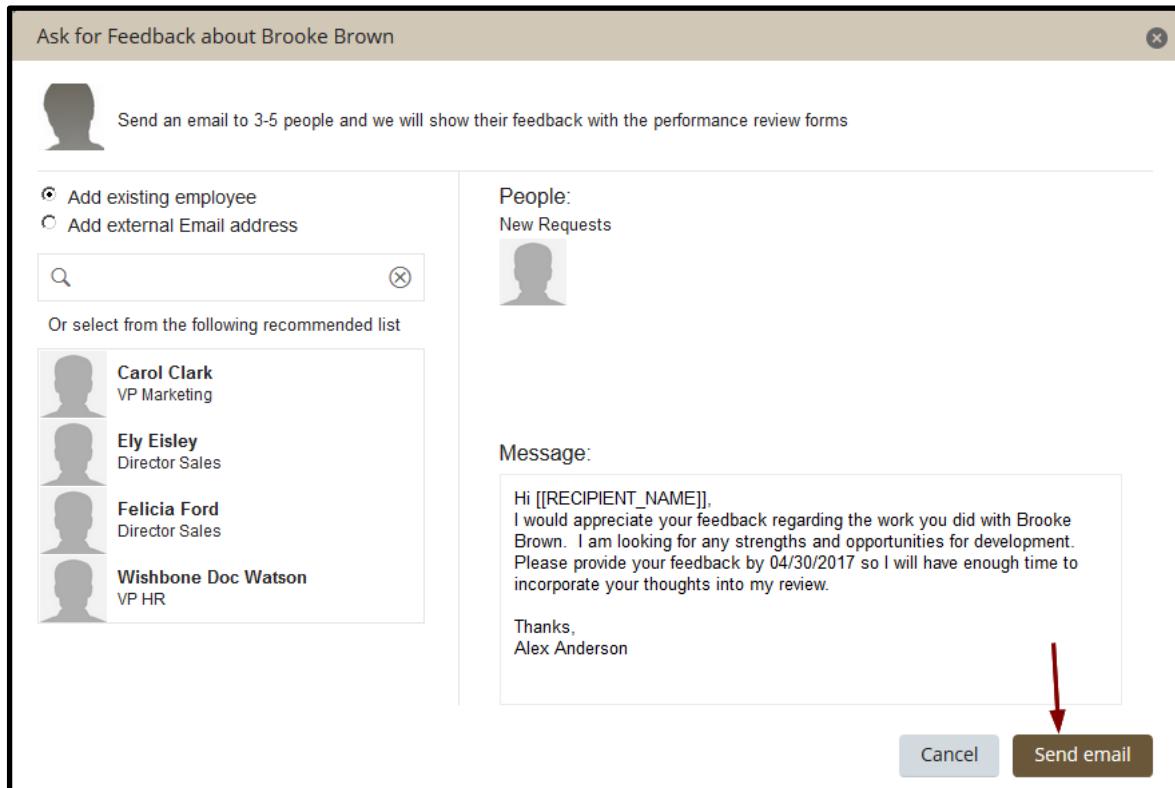
Thanks,  
Alex Anderson

*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.*

June 2016-May 2017 Performance M

My Team <span>?</span>	Feedback from Others <span>?</span>
	 <span>add more</span> You have requested feedback about Brooke from 1 people

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.

My Team <span>?</span>	Feedback from Others <span>?</span>
	

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

From: [REDACTED]@successfactors.com>  
 To: [REDACTED]  
 Cc: [REDACTED]  
 Subject: Performance Feedback request for Brooke Brown

**SAP SuccessFactors** 

~~~~~Click on reply and enter your text to add feedback~~~~~

Hi David Drew,  
 I would appreciate your feedback regarding the work you did with Brooke Brown. I am looking for any strengths and opportunities for development. Please provide your feedback by 04/30/2017 so I will have enough time to incorporate your thoughts into my review.

Thanks,  
 Alex Anderson

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.

June 2016-May 2017 Performance

| My Team | Feedback from Others                                                                                                                       |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|
|         | <br>add more<br>1 out of 2 people have provided feedback |

| My Team | Feedback from Others                                                                | Self Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Manager Assessment |
|---------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|         |  | <div style="background-color: #e0e0e0; padding: 5px;">           Feedback about Brooke           <span style="float: right;">×</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           Feedback about Brooke<br/> <br/>           David Drew<br/>           03/20/2017<br/>           Alex,<br/> <br/>           I'd be happy to provide you with some feedback on Brooke. I have found Brooke to be very support of our sales team. Brooke has helped us land five new lucrative accounts this year due to her expertise in the TEAM product line. She is always prompt and professional when delivering presentations to our clients. I believe one of her strengths is her ability to quickly establish productive relationships with clients and potential clients. Brooke is also able to take a set of complex numbers and explain what they mean in a straightforward, easy to understand manner. I hope we can retain Brooke and offer development that will prepare her for leading other support teams and endeavors.         </div> |                    |
|         |  | <div style="border: 1px solid #ccc; padding: 5px;">           As<br/>           Rec         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |
|         |  | <div style="border: 1px solid #ccc; padding: 5px;">           As<br/>           Rec         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |

| My Team          | Feedback from Others                                                            |  |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <br>Brooke Brown | <br>add more<br>1 out of 2 providers<br>Felicia Ford has not provided 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. The feedback sent to the manager cannot be viewed by the employee.

**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.**

Ask for Feedback about David Drew ×

 Send an email to 3-5 people and we will show their feedback with the performance review forms

Add existing employee   
 Add external Email address

Email \*  ←

Name  ←

Add ←

People:  
New Requests 

Message:

Hi [[RECIPIENT\_NAME]],  
 I would appreciate your feedback regarding the work you did with David Drew.  
 I am looking for any strengths and opportunities for development. Please  
 provide your feedback by 04/30/2017 so I will have enough time to  
 incorporate your thoughts into my review.

Thanks,  
 Alex Anderson

Cancel ↓ Send email

While the request for feedback is an optional 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>