



## Get Feedback—Nursing Peer-to-Peer

The Get Feedback task allows nurses at all levels to request feedback on themselves or for leaders to assign the Get Feedback task to their direct reports for Nursing Peer-to-Peer Review. Nurses at all levels and leaders will need to **initiate this task in Workday** to begin the feedback process. Leaders assigning a feedback task to themselves should use the Get Feedback on Worker. See the steps below on how to access and complete the Get Feedback task.

### Get Feedback on Self

*Employees use this to ask for feedback from peers*

From the Workday homepage:

1. Search for and select **Get Feedback on Self**.
2. Select the appropriate person(s) you want to **request feedback from**.
3. Feedback sharing is defaulted to **Share with others**.
4. Select either the **FRONTLINE** (Direct care nurses, non-leaders) **or LEADER** (leaders that have direct reports) **Feedback Template**.
5. Select **Submit**.
6. An **Awaiting Your Action** task appears for the peer(s) selected.

**Note:** Feedback is now routed to reviewer(s) and can be accessed in reviewer(s) tasks.

### Get Feedback on Worker

*Leaders use this to assign peer feedback*

From the Workday homepage:

1. Search for and select **Get Feedback on Worker**.
2. Select the **Worker** to get feedback on.
3. Select the appropriate person(s) you want to **request feedback from**.
4. Feedback sharing is defaulted to **Share with others**.  
**Note:** This is required and cannot be adjusted.
5. Select either the **FRONTLINE** or **LEADER Feedback Template**.
6. Select **Submit**.
7. An **Awaiting Your Action** task appears for the peer(s) selected.