

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

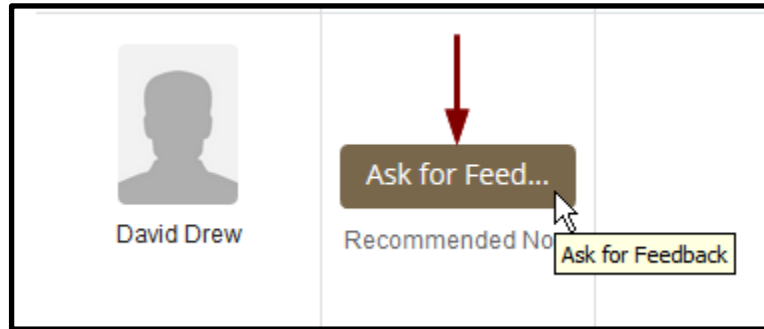
Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

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 Management System Screenshot: 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	Ask for Feed... Recommended Now					
 Carol Clark	Ask for Feed... Recommended Now					
 David Drew	Ask for Feed... 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.

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Add existing employee  
 Add external Email address

Search: [ ]

Or select from the following recommended list

- Carol Clark  
VP Marketing
- David Drew  
VP Engineering**
- Ely Easley  
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

Cancel Send email

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

Ask for Feedback about Brooke Brown

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Add existing employee  
 Add external Email address

Search: [ ]

Or select from the following recommended list

- Carol Clark  
VP Marketing
- Ely Easley  
Director Sales
- Felicia Ford  
Director Sales
- Wishbone Doc Watson  
VP HR

People:  
New Requests

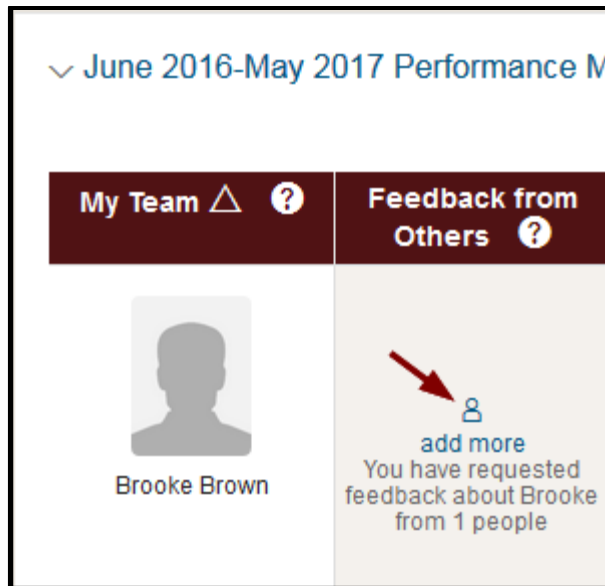
Message:

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.

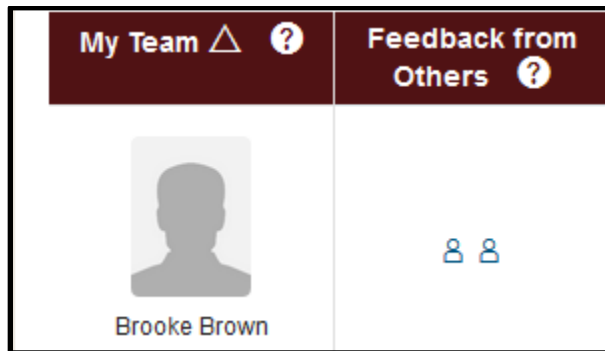
Thanks,  
Alex Anderson

Cancel Send email

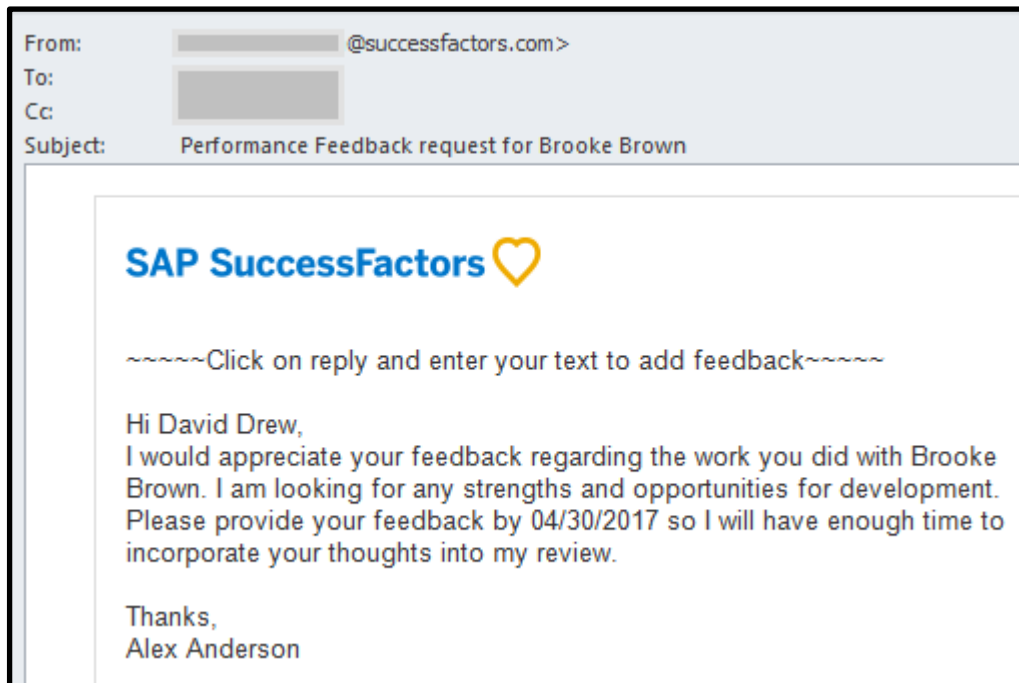
*The recipient will receive the email in their Outlook mailbox.*



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.

June 2016-May 2017 Performance

My Team  	Feedback from Others 
 Brooke Brown	 add more 1 out of 2 people have provided feedback

My Team  	Feedback from Others 	Self Assessment 	Manager Assessment 
 Brooke Brown			
 Carol Clark	 03/20/2017 Recd		
 David Drew	 03/20/2017 Recd		

Feedback about Brooke

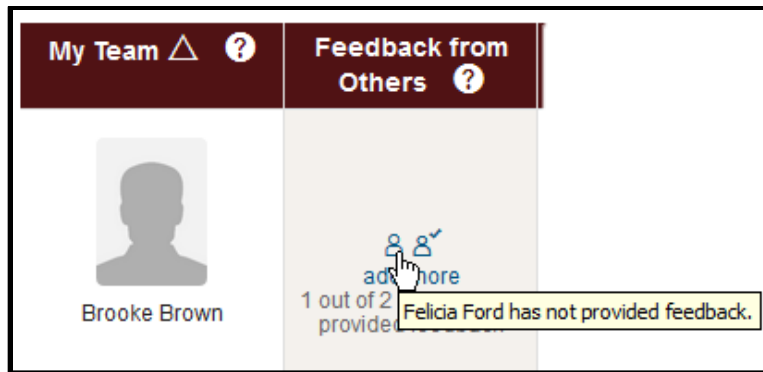
 Feedback about Brooke

David Drew

03/20/2017  
Alex,

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.

David



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

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

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>