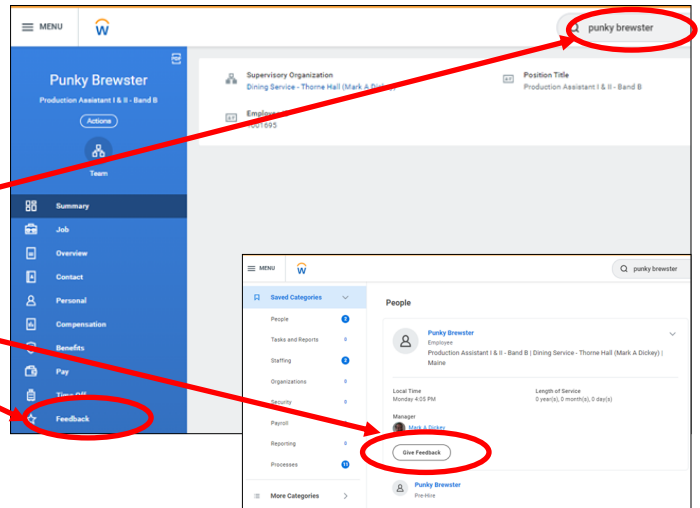


ANYTIME FEEDBACK

Anytime Feedback within Workday encourages employees to provide positive recognition and feedback -- unsolicited, on an ad hoc basis, at any time -- after interactions with colleagues in their own or different departments or divisions. This feedback from peers, fellow committee and project team members, or managers happens outside of formal employee check ins, fostering communication and teamwork. The feedback provider also has the option of sending feedback kudos to multiple employees at the same time. Immediate notification is sent to the recipient of the feedback and their manager. In addition to comments, the feedback provider can add a “badge” icon denoting the recognition.

Anytime Feedback for a Single Employee

The easiest way to give feedback to one colleague is to log into Workday and type the name of the colleague you want to recognize in the search bar. If you are on the Worker Profile page you can click on FEEDBACK at the bottom of the blue navigation pane. If you are on the People page, click on the FEEDBACK button underneath the name of the colleague’s manager.



General



Fun!



Teamwork



Inspiring



Educational



Innovative



Thank you

Anytime Feedback is meant to be shared with the employee and it is immediately relayed to the recipient once you click on SUBMIT.

The employee’s manager always receives an automatic notification that someone else at Bowdoin (a team member, another manager, another department head, etc.) has recognized their direct report. The feedback comments and associated badges can be viewed by others by clicking on the Feedback button for the employee. You can elect to leave just a feedback comment without a badge, but you cannot award a badge without accompanying feedback.

Current badge selection

Give Feedback to

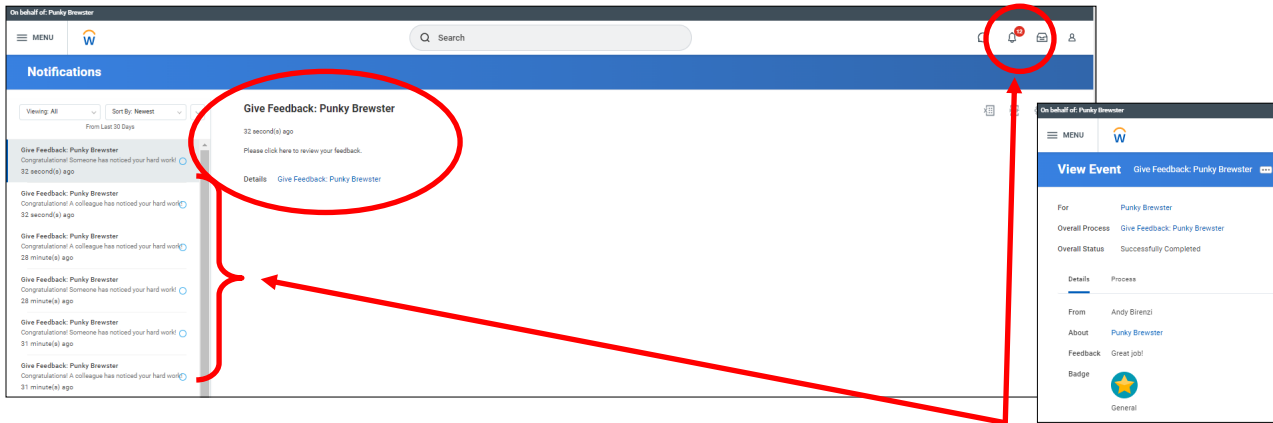
Punky Brewster

Details

Feedback

Badge

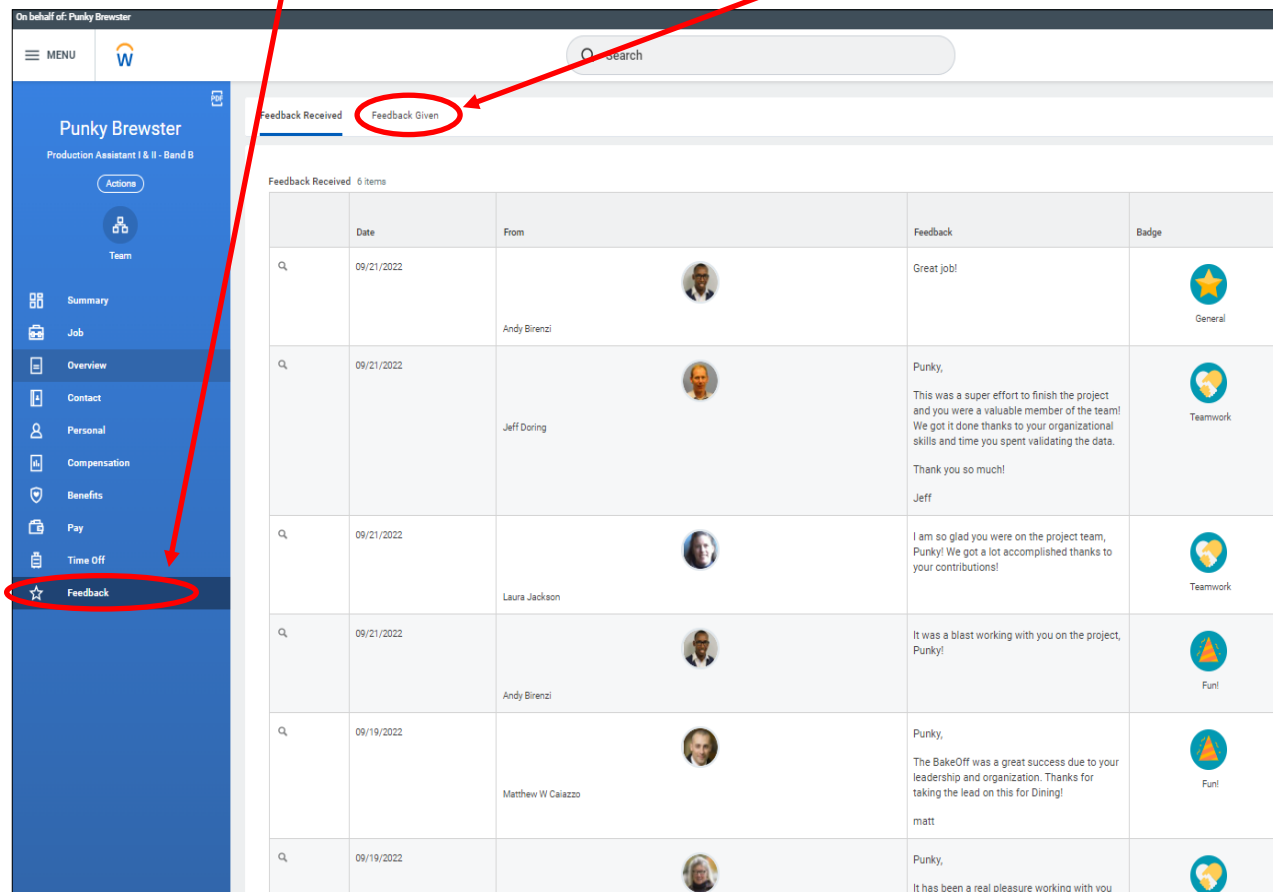
How does the employee know when they receive Anytime Feedback?



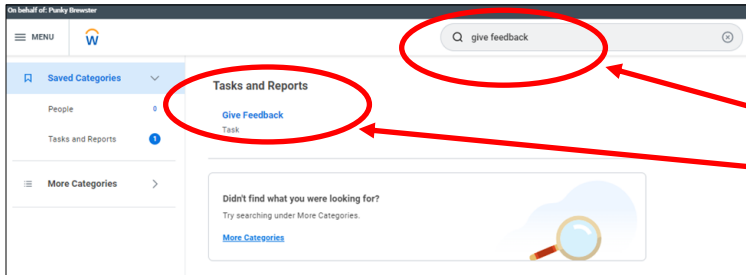
When the employee checks their Notifications, they can see in their notifications list on the left side of the screen that others have offered feedback. Click on the Details to see each instance of feedback comments and badges. The employee's manager will also get a notification and can review the details in the same way as the employee.

The employee may review all of the feedback/badges they have received by clicking on the Feedback tab of their own profile view. The table includes who gave the feedback, the date, feedback comments and badge. A manager can also review this table of feedback for a direct report.

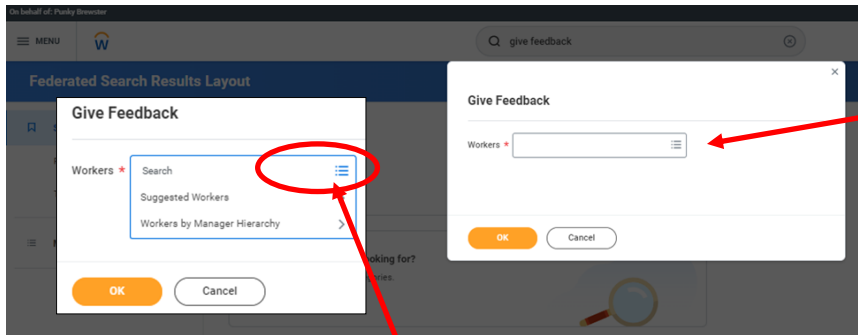
If the employee has given any feedback to others, they can click on the Feedback Given tab to see a comparable list.



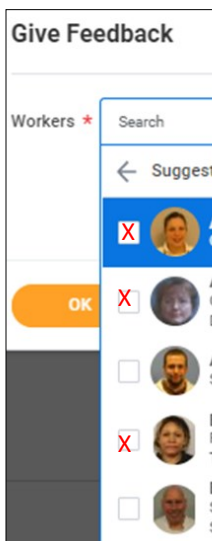
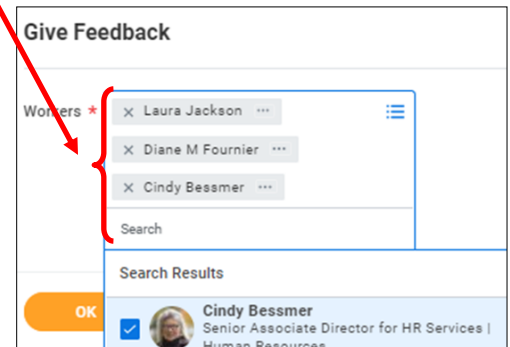
How to give Anytime Feedback to multiple employees simultaneously



To give the same recognition and feedback to multiple colleagues simultaneously, log into Workday and type "give feedback" in the search bar and then click on the Give Feedback task.



Type the names of the colleagues into the popup "Workers" box.



If you are uncertain of your colleagues' last names you may want to click on the three horizontal line icon at the right of the search box to take advantage of the Suggested Workers (your peers in the same supervisory organization) or the Workers by Manager Hierarchy (allows you to search the entire campus from top (President) to bottom. Put a check in the box by your colleagues picture and name to include them in the anytime feedback message. When you have included everyone click on OK.

Give Feedback

This feedback option is designed for you to give encouragement, constructive suggestions and positive feedback to your colleagues. Remember to BE KIND.

Give Feedback to

Cindy Bessmer
Diane M Fournier
Laura Jackson

Details

Feedback * Normal

Hi Everyone,

Now that the Bake Off is over, I wanted to tell you what a pleasure it was to work with all of you on the project! I think we worked well as a team and our efforts paid off. I would definitely like to carry our success over to a similar event next year, but only if you agree to work on it, too! Thank you for everything!

Punky

Badge Inspiring

test test test

Submit Save for Later Cancel

On the Give Feedback message screen, you can see that the Feedback will be delivered to the employees you selected. Compose your feedback message, award a corresponding badge if you like, and click on SUBMIT.

The employees receiving the feedback (as well as their managers) will immediately see a new notification and can click directly on the notification Event to see the comments and badge. Others who received the simultaneous feedback are noted.

On behalf of: Laura Jackson

MENU Search

Notifications

Viewing All Sort By: Newest

From Last 30 Days

Give Feedback: Laura Jackson 2 minute(s) ago

Congratulations! A colleague has noticed your hard work!

[Details](#) [Give Feedback: Laura Jackson](#)

Give Feedback: Laura Jackson
Congratulations! Someone has noticed your hard work!
2 minute(s) ago

Give Feedback: Laura Jackson
Congratulations! Someone has noticed your hard work!
18 hour(s) ago

Give Feedback: Laura Jackson
Congratulations! A colleague has noticed your hard work!
18 hour(s) ago

On behalf of: Laura Jackson

MENU Search

View Event Give Feedback: Laura Jackson

For: Laura Jackson

Overall Process: Give Feedback: Laura Jackson

Overall Status: Successfully Completed

Details Process

From: Punky Brewster

About: [Cindy Bessmer](#)
[Diane M Fournier](#)
[Laura Jackson](#)

Feedback: Hi Everyone,

Now that the Bake Off is over, I wanted to tell you what a pleasure it was to work with all of you on the project! I think we worked well as a team and our efforts paid off. I would definitely like to carry our success over to a similar event next year, but only if you agree to work on it, too! Thank you for everything!

Punky

Badge: Inspiring