

Adding Feedback

This guide shows you how to give, request, and respond to feedback in Workday. Whether you want to recognize a colleague, request input on your own performance, or respond to a feedback request, this job aid takes you through it step by step.

- Who is this for:** All Employees
- Time to complete:** 5 to 10 minutes

Before You Start

- You have an active Workday account and are logged into Workday
- You know who you want to give feedback to or request feedback from

Types of Tasks You Will See

Task Type	Who is this for?	What It Means
Get Feedback on Worker	Managers	Request feedback from others about the performance of a team member by sending them specific questions
Give Requested Feedback	All Employees	Respond to a feedback request that someone else has sent you (appears in your My Tasks)

Feedback Sharing Options

When giving or requesting feedback, you will choose who can see it:

Task Type	What It Means
Don't share with worker	Only you, the worker's manager chain, and HR (private)
Share with others	You, the worker, the worker's manager chain, and HR

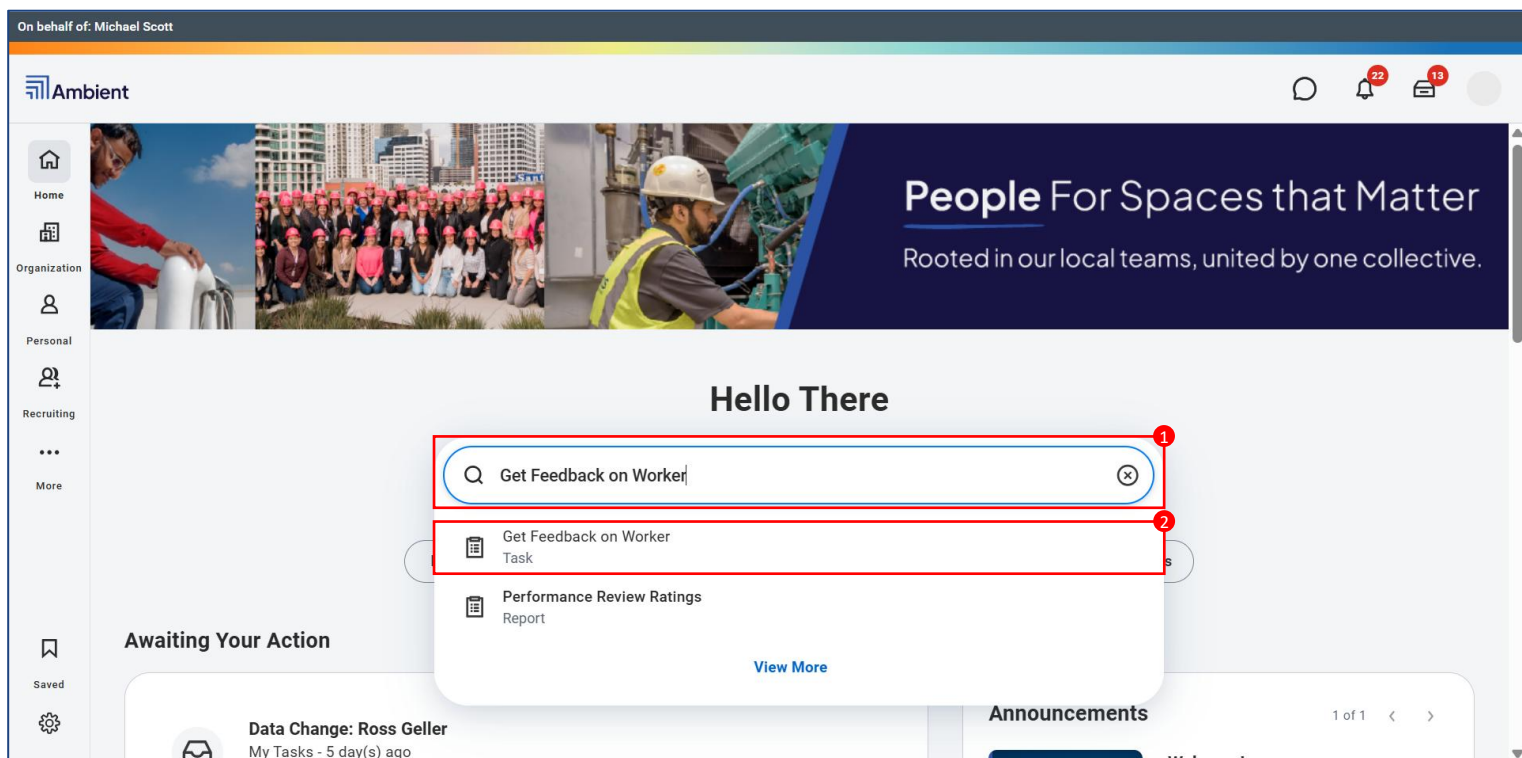
Get Feedback on Worker

Use this when you want to request feedback from others about a worker's performance of your team.

STEP 1:

From the Workday Homepage, start the feedback request:

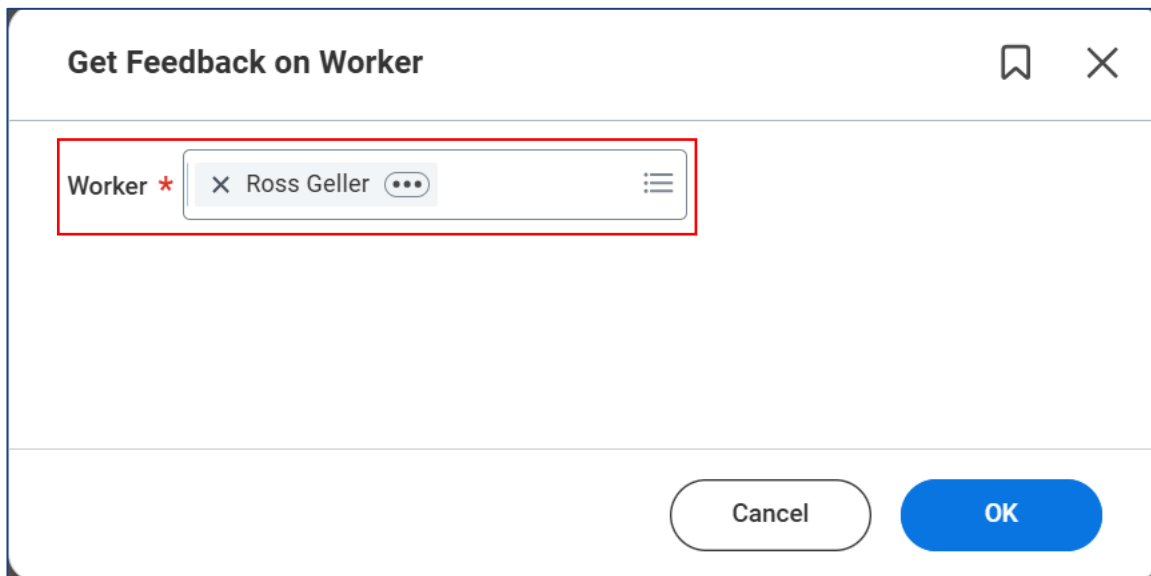
1. Click on the **search bar** and type "**Get Feedback on Worker**"
2. Select **Get Feedback on Worker**" from the dropdown results
3. Select the **Worker** for whom you are requesting feedback and click **OK**



Get Feedback on Worker

STEP 2:

From the Get Feedback on Worker window select the **Worker** for whom you are requesting feedback and click **OK**



The screenshot shows a dialog box titled "Get Feedback on Worker". In the top right corner of the dialog, there is a bookmark icon and a close button (X). The main content area of the dialog features a label "Worker *" followed by a text input field. The input field contains the text "X Ross Geller" and a menu icon (three horizontal lines). A red rectangular box highlights the "Worker *" label and the input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

Get Feedback on Worker

STEP 3:

Set up your feedback request:

1. In the **Who do you want to request feedback from?** field, search for and select one or more colleagues
2. Select a **Feedback Sharing** option: **Don't Share with Employee** or **Share with others** (visible to you, your manager chain, and HR)
3. **Under Questions, type the specific question(s) you want answered.** Click Add to include additional questions or Remove to delete one
4. Click **Submit** to send the request

Get Feedback

Ross Geller...👤

Who do you want to request feedback from? *

✕ Amanda Martinez ... ⋮

Expiration Date

MM / DD / YYYY 📅

Feedback Sharing *

☒ Don't share with Ross Geller

☐ Share with others

▼ Questions

Feedback Template

✕ Feedback on Employee ... ⋮

Question *

Normal ▼ **B** *I* U A ▼ ⋮ 📎 ✉

What should this employee start doing?

Submit

Save for Later

Cancel

Note: The person you request feedback from will receive a task in their My Tasks. Once they respond, you will get a notification, and the feedback will be visible on your worker profile.

Give Requested Feedback

When someone requests feedback from you, the task appears in your My Tasks.

STEP 4:

To open and respond to the feedback request go to **My Tasks** and locate the task titled "Give Feedback: [Employee Name]"

- 1. Click the task to open it
- 2. Click on the **Get Started** button

All Items

3 items

Search: All Items

↕

Advanced Search

Give Feedback: Ross Geller08/17/2026☆

Benefit Change - Job Change : Amanda Martinez on 07/26/202607/22/2026☆

Due: 07/24/2026

Effective: 07/26/2026

Open Enrollment Change: Amanda Martinez on 01/01/202707/15/2026☆

Effective: 01/01/2027

☆ ⚙️ ↗️

Created: 08/17/2026

Give Feedback

Ross Geller

⋮

📄

PDF

Feedback Request Details

👤

Michael Scott is requesting your feedback on Ross Geller

💬

3 Questions

🔒

Your feedback will not be shared with Ross Geller.

Get Started

 Ambient

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Give Requested Feedback

When someone requests feedback from you, the task appears in your My Tasks.

STEP 5:

1. Enter your response for each question in the **Answer** fields
2. If you do not want to answer a question, click **Decline** next to it. To decline all questions, click Decline All at the bottom (you will be asked to provide a reason)
3. Click **Submit** to send your feedback

Give Feedback

Ross Geller

Requested by: Michael Scott On: 08/17/2026

Your feedback will not be shared with Ross Geller.

Question

What should this employee start doing?

Answer

Normal ▾ | B I U A ▾ | :: 🔗 ✉

Decline

☐

Submit

Save

Decline All

Cancel

View Requested Feedback Responses

STEP 6:

To view feedback, you have received or given:

1. Search “**Requested Feedback Responses**” in the search field and click on the dropdown option
2. Select the filter options if needed and proceed

The screenshot displays the Ambient user interface. At the top, it says "On behalf of: Amanda Martinez". The header includes the Ambient logo and navigation icons. A sidebar on the left contains links for Home, Organization, Personal, and More. The main content area features a banner with the text "People For Spaces that Matter" and "Rooted in our local teams, united by one collective." Below the banner, a section titled "Here's What's Happening" contains a search bar. A red box highlights the search bar and the dropdown menu. The search bar contains the text "Requested Feedback Responses". The dropdown menu shows two options: "Requested Feedback Responses Report" and "View Feedback Received Report". A red line with numbers 1 and 2 indicates the search process. Below the search bar, there is a section titled "Awaiting Your Action" with a task card for "Benefit Change - Job Change : Amanda Martinez on 07/26/2026" and "My Tasks - 25 day(s) ago".

View Requested Feedback Responses

STEP 7:

You can now view all the “Requested Feedback Responses”

Requested Feedback Responses

3 Items

Date	About	From	Question	Question Type	Response	Feedback Template
08/17/2026	Ross Geller	Amanda Martinez	What should this employee continue doing?	Text		Feedback on Employee
08/17/2026	Ross Geller	Amanda Martinez	What should this employee stop doing?	Text		Feedback on Employee
08/17/2026	Ross Geller	Amanda Martinez	What should this employee start doing?	Text		Feedback on Employee

References

Key Things to Know

- You can request feedback to anyone in the organization, not just your direct team for a worker of your team. There is no limit to how often you can give feedback.
- Feedback visibility depends on the sharing option you select. Choose carefully based on whether you want the feedback to be private or visible to the worker and their manager chain.
- You can choose to give feedback anonymously by unchecking the "Show my name" box. Similarly, you can make feedback requests anonymous.
- Feedback is visible on the worker's profile and can be referenced during performance reviews, check-ins, and talent discussions.
- If you receive a feedback request and are unable to respond, use the Decline option with a reason if it cannot be unactioned.
- Regular feedback throughout the year is encouraged rather than waiting for formal review cycles.

If A Change Isn't Showing Up:

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your browser cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.