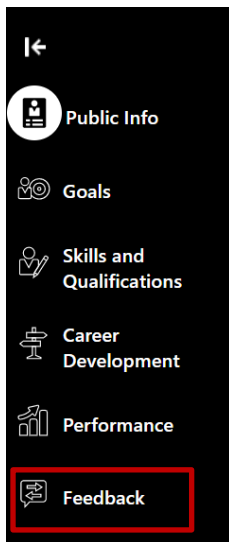


Good, regular feedback can be an essential tool to help improve performance and morale. You can request or give feedback at any time throughout the performance year. Visibility of feedback can be limited, if feedback is visible to your manager any feedback will pull through to your Mid-Year and Year-End Conversation documents.

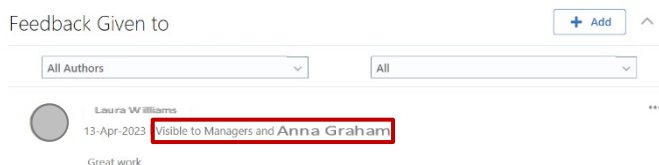
For information on how to request and give feedback, please see below.

Giving Feedback

1. Login to myHR Portal and search for the individual in the search bar at the top of the page and select their name.
2. Select **Show More** on the left of their profile then **Feedback**.

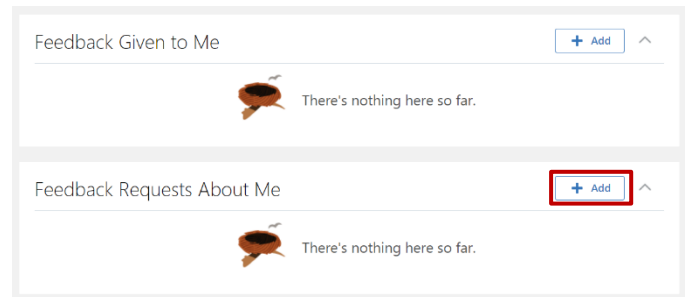


3. Select **+ADD**
4. You can then use the drop down to limit who can see the feedback & add any comments in the box below.
5. Press **Save** when you have completed the feedback and it will appear on their profile for the population you selected it to be visible for.

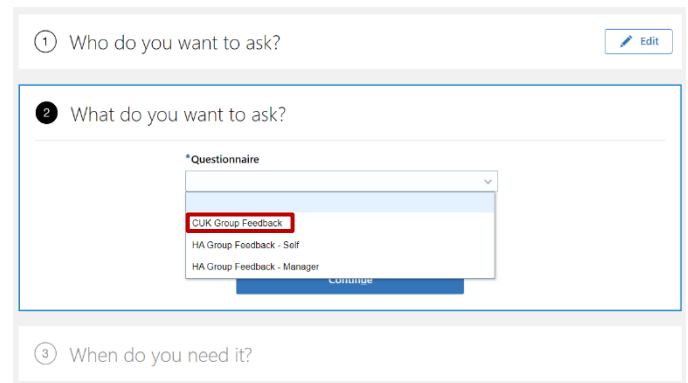


Requesting Feedback

1. Login to myHR Portal > **Career and Performance** > **Feedback**.
2. Here you can see any feedback that has been given to you and request feedback from specific individuals.
3. Select **+Add** in **Feedback Requests About Me**.



4. Enter the name of the individual you would like to request feedback from, select if you want the feedback shared with you and your manager or just you and press **Continue**.
5. In **What do you want to ask?** Select **CUK Group Feedback**. You will see 3 feedback questions. Press **Continue**.



6. Add a date you would like the feedback by and a message to the individual you would like to request feedback from.
7. Press **Submit** to send the feedback request