Get Feedback
Helpful tips, information, and FAQ

Helpful tips and information:

- The *Get Feedback* function is optional. Managers are encouraged to utilize this feature; however, they may choose to skip the task, as applicable.
- Requesting feedback from only 2-3 colleagues is recommended.
    - *Important note: Be sure to enter the name(s) of <u>all</u> worker(s) that you wish to provide feedback on the employee in the 'For Workers' field on this task. Multiple workers may be selected. Once this task is submitted, you will not be able to add additional names.*
- Any employee who receives a request to provide feedback for a colleague may opt out of this process by providing a reason for declining participation. While participation is optional, employees are strongly encouraged to provide feedback regarding their peers upon request.
- **Feedback collected via the *Get Feedback* function is only visible to the manager**. The manager utilizes the feedback to enhance employee development.
- Please refer to the Feedback-specific job aids for employees and managers for more information.

Get Feedback **FAQ:**

What is the *Get Feedback* function?
The optional Get Feedback tool provides a simple mechanism by which a manager can collect confidential feedback about their employee's performance from multiple perspectives. For managers who choose to use this valuable tool, ideally, two to three (2-3) of the employee's peers and colleagues will be selected to provide their feedback as part of this process.

As we have been largely working apart for nearly a year now, managers have had fewer opportunities to collect informal feedback, and this tool serves to make this process easy and streamlined!

What is the purpose of the *Get Feedback* function?
Feedback is essential for supporting the employee's professional growth and the growth of the institution. The purpose of the Get Feedback function is to enable RISD's managers to develop a deeper understanding of the work of their employees throughout the 2020-2021 performance management cycle, and to use this information to enhance the overall review process through a more well-rounded understanding of the employee's performance.

Is *Get Feedback* the same as a 360 review?
No. While a 360 review does serve as a type of performance appraisal tool, the scope

and complexity of the process is much greater, with a larger number of individuals participating in the process from all levels of the organization, and more complex evaluative tools are used such as surveys and other data-measuring tools. The data is then analyzed, reports are generated, and patterns of behavior are identified and addressed thematically in an effort to create a development plan for increased performance. Additionally, 360 reviews are more competency-driven, and do not focus on critical elements such as whether the employee is effectively meeting and making achievements toward the basic job requirements and functions of their positions.

My employee provides service to everyone in the department, all 30 of us. Should I ask everyone for feedback?
Employees at RISD often work closely with stakeholders and colleagues who can provide valuable perspectives about the employee's contributions. Ideally, two or three of the employee's peers or colleagues will be asked to provide feedback which enables a more well-rounded understanding of the employee's contributions in the workplace.