

Providing Feedback

Whether you are a manager or individual contributor, you can provide feedback on any user in the system at any time, regardless of your relationship to the user or group access rights. Feedback you provide appears on the user's Continuous Feedback landing page, along with any other feedback the user has received. Feedback you provide will be visible to yourself and the target employee.

To provide feedback, follow the steps outlined below:

- From the Continuous Feedback landing page, click “Provide Feedback.”
- Use the “Provide Feedback for Whom” field to select the employee who will receive feedback.
- Enter all or part of the employee’s first name, last name, or Employee ID. The system displays matching results as you type.
- Select the desired employee from the list of results.
- Select the feedback category.
- If you select a Category, also select the “Feedback Type” to further categorize it.
 - For example, if you had selected “Coaching” as the category, you may select “Keep Doing” as the type to encourage the employee to continue doing what they are doing.
- Select the Impact level of the feedback.
- Enter the Subject line of the feedback.
- Enter additional Comments. You can consider this the body of your feedback.
- Use the Linked Items section to link competencies or goals to the feedback:
 - Select the Type of item (Competency or Goal).
 - You can select any competency associated with the user, their primary job, or their primary position.
 - Only users with a particular relationship to the target user can leave unsolicited feedback on competencies or goals, as configured by an administrator.
 - Select the specific Competency or Goal from the menu.
 - Click Save.
- To edit an existing item, click “Edit” and perform the steps above.
- To remove an item, select “Remove” from its Actions menu.
- To add a new ad-hoc question, click “Add” and select the box next to the one or more questions you would like to add.
- To remove an ad-hoc question, click “Remove”.
- You can reorder ad-hoc questions with the order icon.
- Click “Next.”
- If you are satisfied with your feedback, click “Submit.”

Read more about Continuous Feedback by accessing the [Performance Management guidebook](#).

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.