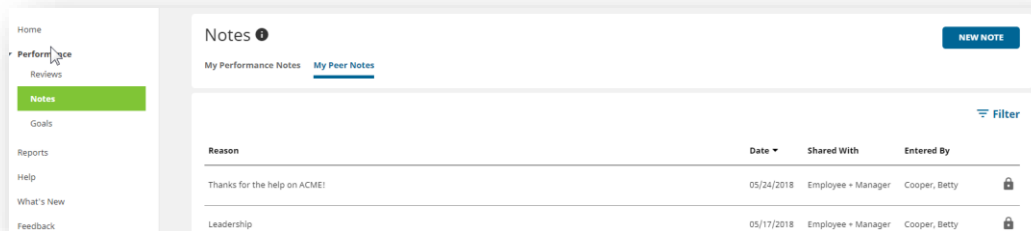


Quick Guide - Sending Peer Notes

Peer Notes are a great way to send valuable feedback to your colleagues. You can also collect feedback from coworkers to help assess your team member’s performance. These notes can be available to view in a performance review if the date of the note falls within the period of performance being reviewed.

Navigation

Go to the **Performance** click on the **Notes**. To access peer notes, click on **My Peer Notes**.



Viewing a Peer Note

You can click on the peer note in your Peer Notes list and view the details of the note.



You can view any note but will not be able to modify or delete any peer notes that have been sent to you.

Sending a Peer Note

You may send a peer note to any of your colleagues. You can quickly send a peer note from your home page by going to **My Performance Notes** and clicking the **New Note** button.

Notifications

There are no notifications to view

My Performance Notes ⓘ

Reason	Core Values and Skills	Date
Note-5/18/18	Communication	05/18/2018
Handled client issues and received kudos from client	Leadership	05/07/2018
Note-5/7/18		05/07/2018

NEW NOTE VIEW NOTES

And select **Send Kudos or other feedback** from the menu.

NEW NOTE

Performance Note

For Myself

Peer Note

Send Kudos or other feedback

You can also send peer notes by navigating to **Notes → New Note**.

Home

Performance

- Reviews
- Notes**
- Goals
- Reports
- Help
- What's New
- Feedback

Notes ⓘ

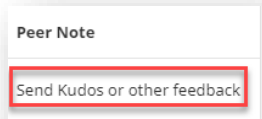
NEW NOTE

My Performance Notes My Peer Notes

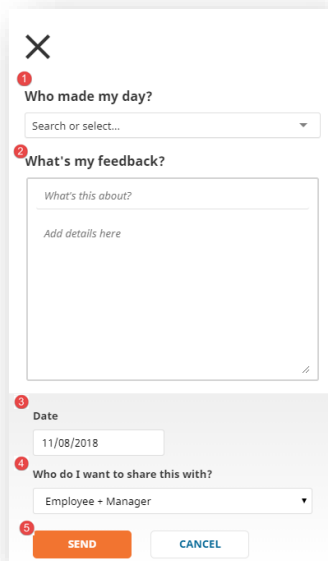
Filter

Reason	Core Values And Skills	Date	Shared With	Entered By
Note-5/18/18	Communication	05/18/2018	Employee + Manager	Sparks, Sally
Handled client issues and received kudos from client	Leadership	05/07/2018	Employee + Manager	Appraiser, Andy

And select **Send Kudos or other feedback** from the menu.



Enter the following information:

A screenshot of the 'Peer Note' form. At the top left is a close button (X). The form contains the following fields:

- 1. 'Who made my day?' with a search or select dropdown menu.
- 2. 'What's my feedback?' with a text area containing the placeholder text 'What's this about?' and 'Add details here'.
- 3. 'Date' with a date input field showing '11/08/2018'.
- 4. 'Who do I want to share this with?' with a dropdown menu showing 'Employee + Manager'.
- 5. Two buttons at the bottom: 'SEND' (orange) and 'CANCEL' (light blue).

- 1 Select the Employee Name for the note you would like to send in the “**Who made my day?**” drop-down.
- 2 Type in the purpose for the note under “**What’s my feedback?**”
- 3 Add the **Date** of the note.
- 4 **Who do I want to share this with?** Select who can see this note.
- 5 **Send** your note.