

How To: Complete the Upward Feedback Form

1. Access the Upward Feedback Form by **clicking on the link provided** in the upward feedback email
2. Review the upward feedback **instructions page** completely
3. Click the ">>" button to proceed

2 When completing this form, please remember:

- The feedback provided is anonymous
- The feedback provided is only shared with the leader it is completed for, as a tool to support their professional development
- Do not use this form to report discrimination, harassment, or other legal or ethical concerns. Instead report those concerns to your department's HR office or other appropriate authority

0% 100%

3

4. If you are identified as a member of a team of less than three people, you will be asked to **answer an Anonymity Waiver Statement**.

Note: This question is being asked because in order to protect your anonymity; supervisors with small teams will not receive feedback unless you choose to waive your anonymity and provide feedback. If you select "disagree" your session will be ended.

5. Click the ">>" button to proceed

I belong to a team of less than three team members, and would like to voluntarily waive my anonymity so my supervisor can receive my feedback.

4 Agree

Disagree

<< 0% 100% 5

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6. Select the appropriate response for each **statement**

- To see examples for each statement response (e.g., Never, Rarely, Sometimes, etc.) hover over the option
- For information on answering each Upward Feedback Form question, please refer to the [ENGAGE 2.0 Upward Feedback Quick Reference Guide](#)

Please rate your level of agreement with each of the following statements regarding my supervisor, :

To see examples of each statement response (e.g. Never, Rarely, Sometimes, Often, Always) hover over the option

I feel connected to my supervisor.

6 Never Rarely Sometimes Often Always

I clearly understand what is expected of me in my role.

Never Rarely Sometimes Often Always

I receive meaningful feedback from my supervisor that helps me improve my performance.

Never Rarely Sometimes Often Always

I receive recognition for a job well done from my supervisor.

Never Rarely Sometimes Often Always

I am challenged to grow professionally by my supervisor.

Never Rarely Sometimes Often Always

My supervisor removes barriers so that I can to do my job effectively.

Never Rarely Sometimes Often Always

7. Enter one thing your **supervisor does well**, and one thing they **could improve** in the open text boxes provided

8. Then, click the ">>" button to proceed

9. You have **successfully completed** the ENGAGE 2.0 Upward Feedback Form. **Thank you for providing feedback** to help your supervisor grow and develop!

7 One thing my supervisor does well is...

Characters remaining: 250

One thing my supervisor could improve is...

Characters remaining: 250

8 << 0% 100% >>

Questions? Call our Talent Management Help Desk at 573-526-4500