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

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
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

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!

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

Last Updated 2/24/20