

## 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.

- An **"agree"** answer acknowledges that it can be difficult to remain anonymous when on a team smaller than three and still wish to provide feedback. Names are never associated with feedback.
- A **"disagree"** answer indicates that you do not wish to provide feedback as part of a small team. Survey will end; no feedback will be recorded.

**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, Often, Always) 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.

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Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

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

Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

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

Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

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

Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

I am challenged to grow professionally by my supervisor.

Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

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

Never	Rarely	Sometimes	Often	Always
<input type="radio"/>				

- Enter one thing your **supervisor does well**, and one thing they **could improve** in the open text boxes provided
- Then, click the ">>" button to Proceed
- You have **successfully completed** the ENGAGE 2.0 Upward Feedback Form. **Thank you for providing feedback** to help your supervisor grow and develop!

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One thing my supervisor does well is...

Characters remaining: 250

One thing my supervisor could improve is...

Characters remaining: 250

8

<< 0% 100% >>

**Questions? Email**  
**engage@oa.mo.gov or call the**  
**Talent Management Help Desk at**  
**573-526-4500**