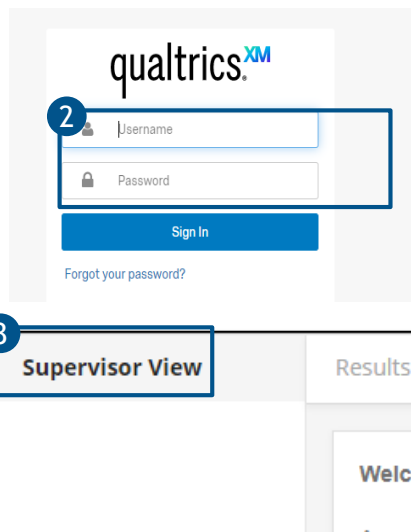


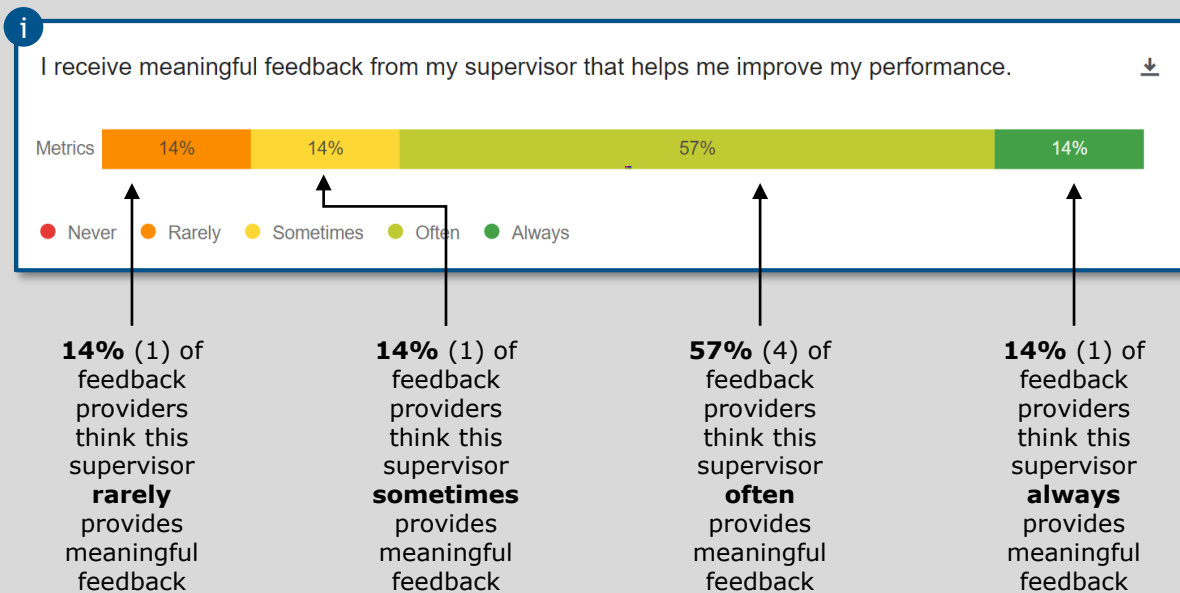
How To: Access Your Upward Feedback Dashboard

1. Access the dashboard by **clicking on the link provided** in the 'Upward Feedback Available!' email
2. Log into the dashboard with your **username and password** *Note: the username and password can be found in the dashboard access email*
3. Your dashboard will open into the **Supervisor View** page where you will find **instructions**, links to **resources**, an upward feedback **scale reference**, and the **number of individuals who provided you with feedback**
4. The **Supervisor View** page is where you will see a breakdown of the feedback provided by your direct reports, separated into three sections:



- i. The first section shows **results for each scaled upward feedback question**, and gives you insight into how well your teams think you:
 - Connect with them
 - Set clear expectations
 - Provide meaningful feedback
 - Recognize them for great work
 - Challenge them to grow
 - Remove barriers

Example: A Supervisor who received upward feedback from 7 Team Members is reviewing the aggregated results of the 'Meaningful Feedback' scaled question



How To: Access Your Upward Feedback Dashboard

- ii. The **Supervisor Strengths** section allows you to see where your Team Members feel you are strongest

ii Supervisor Strengths ⓘ

One thing my supervisor does well is...

She's easy to talk to and has an open-door policy.

Working with me to overcome barriers or help me when I find myself stuck trying to figure a situation out.

Always willing to make time to listen. Engage meetings have become more meaningful and have a sense of direction.

- iii. The **Supervisor Development Areas** section allows you to see what areas your Team Members feel you could continue to develop in

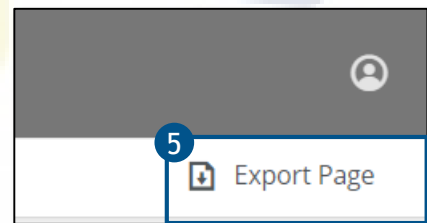
iii Supervisor Development Areas ⓘ

One thing my supervisor could improve is...

consistently holding everyone to the same expectations.

Provide recognition for a job well done either through work it cards or a verbal recognition, email, etc.

5. You can save a PDF copy of the **Supervisor View** page by clicking the **Export Page** button in the top right corner of the screen



- i** Hover over the **information icon** to give you guidance and explanation of what the information you will see in the area and if there is additional functionality available

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