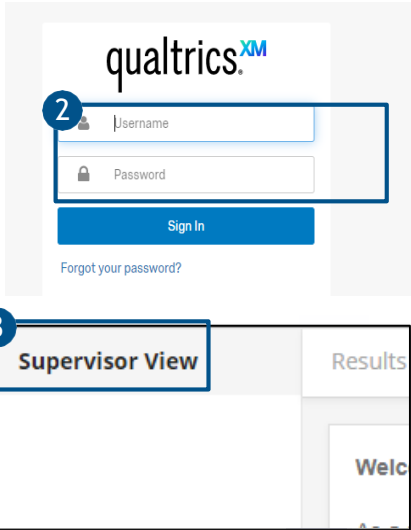


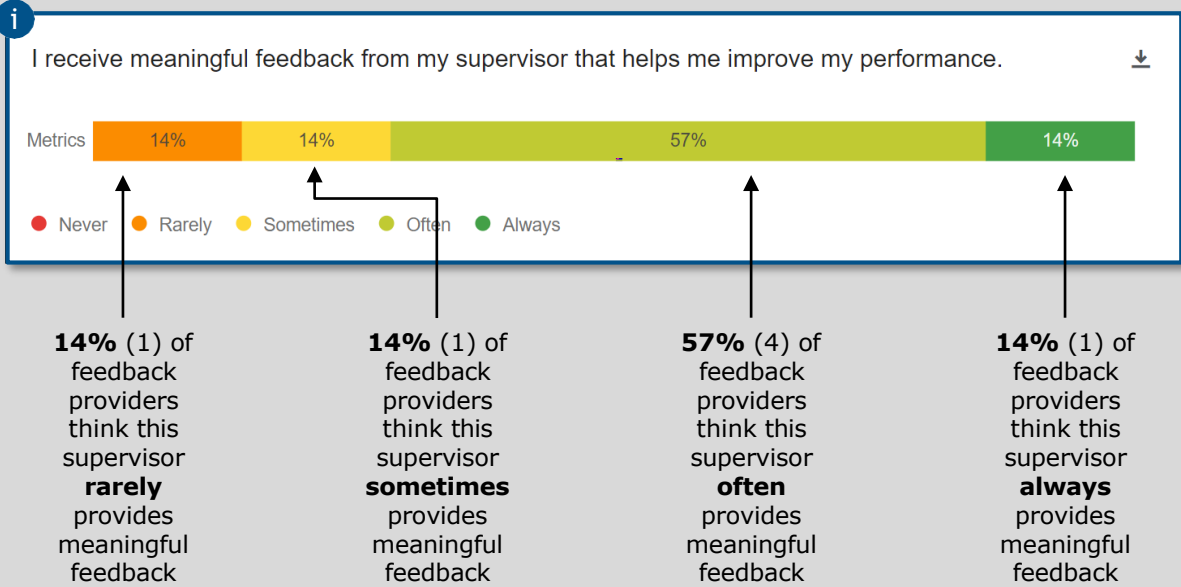
# How To: Access Your Upward Feedback Dashboard

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

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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

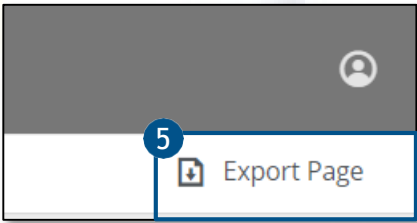
Supervisor Development Areas ⓘ

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? Email [engage@oa.mo.gov](mailto:engage@oa.mo.gov) or call the Talent Management Help Desk at 573-526-4500