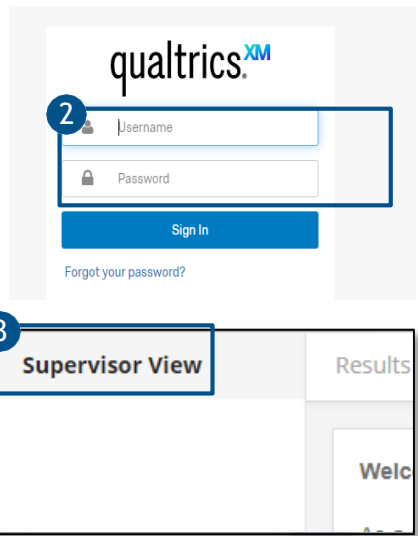


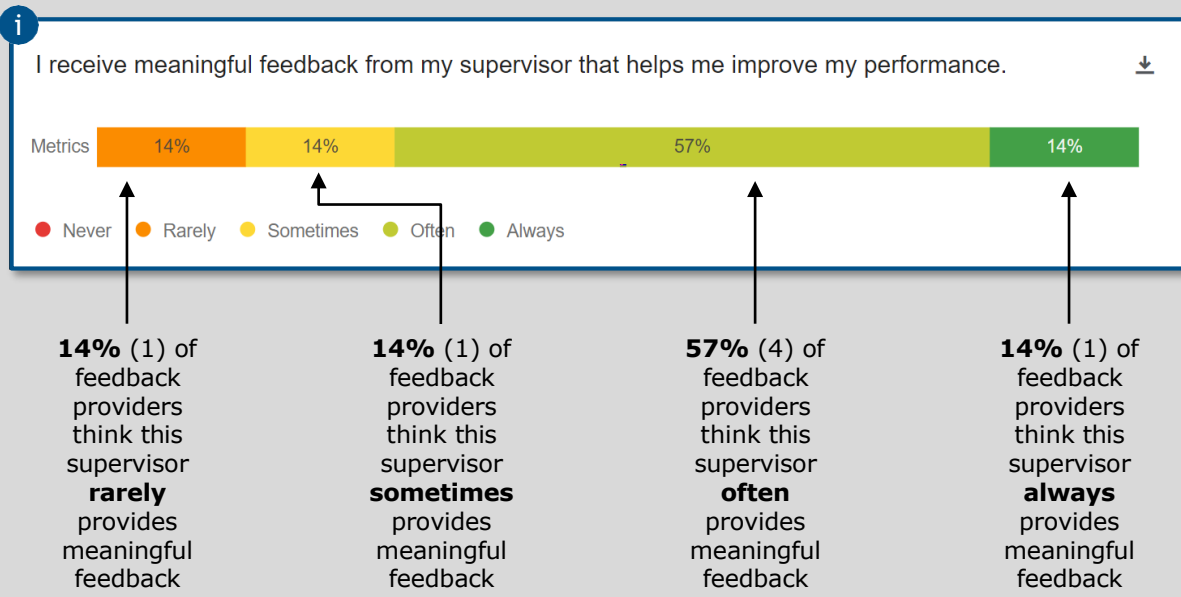
How To: Access Your Upward Feedback Dashboard

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:



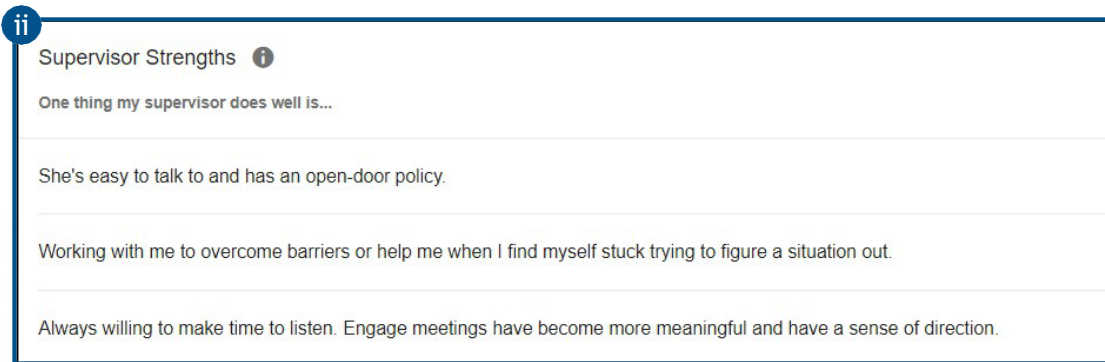
- i. The first section shows **results for each scaled upward feedback question**, and gives you insight into how well your teams think you:
 - Connect with them
 - Set clear expectations
 - Provide meaningful feedback
 - Recognize them for great work
 - Challenge them to grow
 - Remove barriers

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

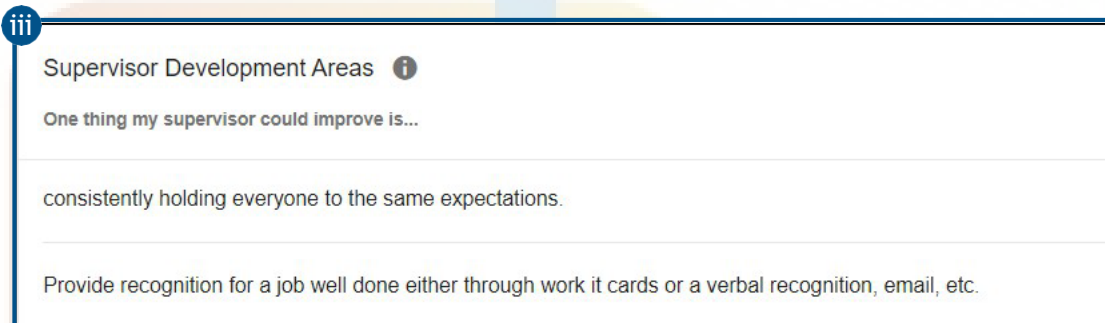


How To: Access Your Upward Feedback Dashboard

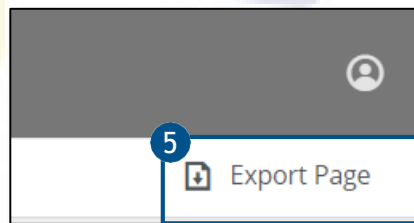
- ii. The **Supervisor Strengths** section allows you to see where your Team Members feel you are strongest



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



- 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 or call the Talent Management Help Desk at 573-526-4500