

Feedback Contact Entry Instructions

Feedback Manager Tools

You have been designated as a **Feedback Manager**.
If this is not correct, please contact uitshr@indiana.edu.

You have no employee contact lists to approve. [Click here to view your approval history.](#)

View Feedback Results for your employees:
(no results available yet)

Your Manager Feedback Results

You haven't received any manager feedback results yet.
Keep checking back.

Your Feedback Contact List

You have not submitted a contact list yet.
[Click here to submit one now.](#)

[View contact lists from previous years](#)

Your Personal Feedback Results

You haven't received any personal feedback results yet.
Keep checking back.

[View Your Feedback Score History](#)

* Login at https://webdb.iu.edu/uitsfs/scripts/UitsHr2/fb_listmenu.cfm. This is the Feedback Dashboard.

* The system will alert you if you are not set up to participate. Contact UITSHR@iu.edu for access to participate.

*If you are not a manager then this manager tools box will not appear.

*You enter a list of contacts. If you participated in the past, you will have access to previous contact lists.

OVPIT/UITs Human Resources
Employee Feedback
Your Contact List

| | |
|-------------------|---|
| Your Name: | Toni Lorey (loreyt) |
| Your Email: | loreyt@indiana.edu |
| Supervisor(s): | Deborah Allmayer Juliana Tagliaberti |
| Supervisor Email: | dallmayer@iu.edu jtagli@iu.edu |

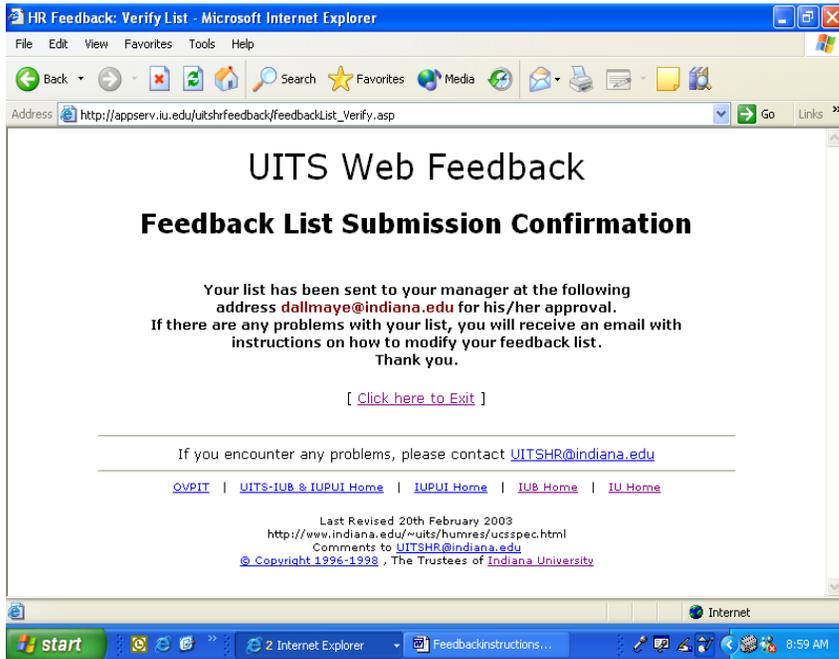
Please enter up to ten customer or peer contacts below:

| # | First Name | Last Name | Email |
|----|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

* If supervisor names are incorrect, STOP and contact UITSHR@iu.edu. When notified about correction, refresh browser, clear cache and re-enter site to ensure correct information appears. The first supervisor listed will be approving your contacts. You will be invited to rate supervisor(s) later in the process.

* Contact Name and entire email address are required.

* After submitting contact list, you cannot add contacts to your list—only able to edit existing. Additional names may be entered only by sending email UITSHR@iu.edu



* If successfully submitted, you will receive confirmation screen.

* You will receive email when your manager has approved or disapproved your list.

Process overview after successful contact entry/approval.

Via email, feedback submission requests will be sent to six randomly selected contacts. If they choose to participate, they will click the link provided to enter the feedback questionnaire. They will answer 15 questions about your service orientation and resource utilization. You may receive requests to rate your colleagues. We hope you will take the time to provide this valuable input.

If you belong to a team with at least three members, you will receive a managerial feedback submission request via email. If you choose to participate, you will click the link provided to enter the managerial feedback questionnaire. You will answer 23 questions about your supervisor's leadership, staff development, resource utilization, and service orientation.

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* Results will be immediately viewable within the main portal.

* Only your immediate supervisor (one who approved your contacts) can view your results. If desired, you may print your results.

* Submitting feedback is voluntary and anonymous. Receiving no results, or fewer than expected will not be negatively regarded.