

How to Send and Receive Feedback

HSHS colleagues have access to send and receive feedback from anyone within the organization. We encourage colleagues to help recognize each other and share feedback often.

Sending Feedback

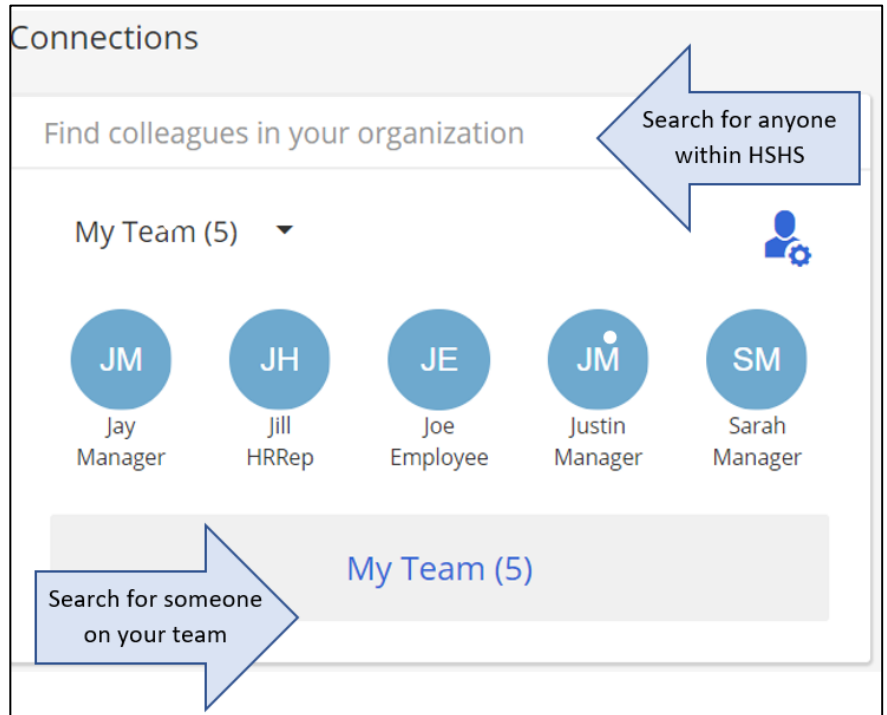
OPTION 1

To send feedback, follow the below steps.

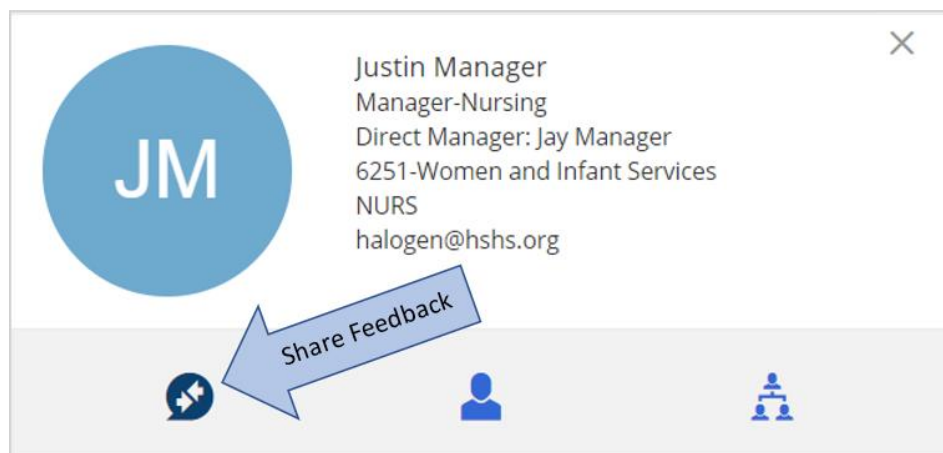
1. Go to your Home Page
2. Find the Connections section
3. Search for anyone within HSHS by entering their name

OR

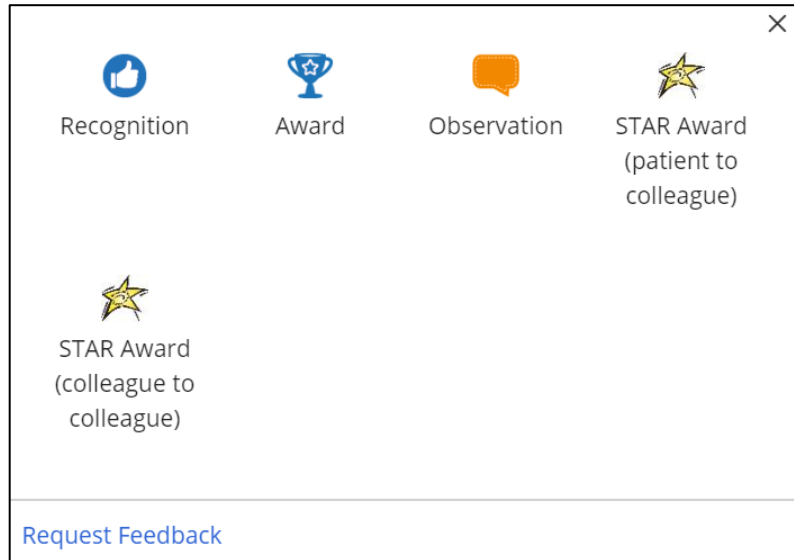
4. Select the My Team button to find a team member you want to send feedback to



5. Select the Share Feedback icon on the bottom lefthand corner



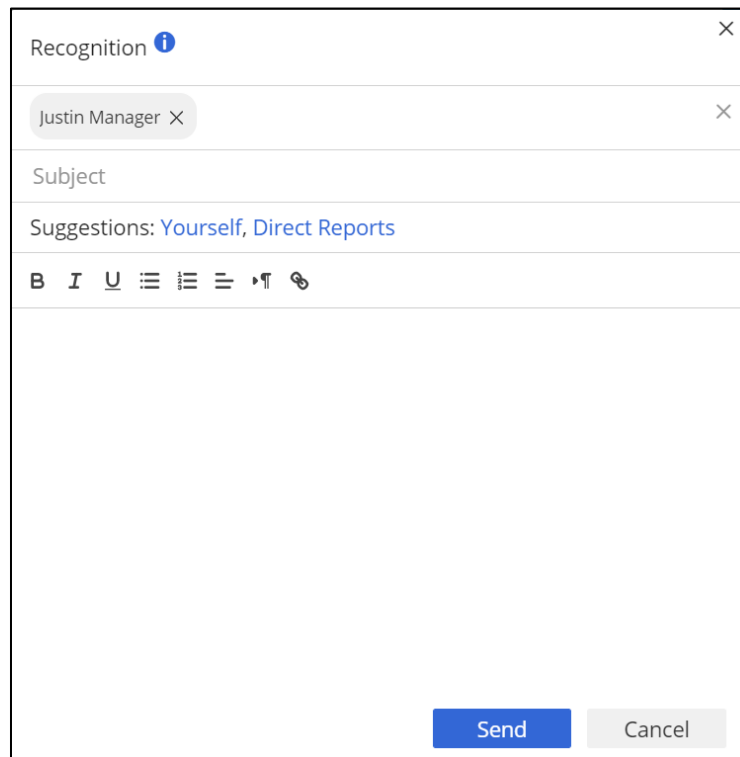
6. Select the type of feedback you would like to share



A dialog box with a close button (X) in the top right corner. It contains five options for feedback types, each with an icon and text: 'Recognition' (thumbs up icon), 'Award' (trophy icon), 'Observation' (orange speech bubble icon), 'STAR Award (patient to colleague)' (yellow star icon), and 'STAR Award (colleague to colleague)' (yellow star icon). At the bottom left, there is a blue link that says 'Request Feedback'.

7. Enter a subject and then type your feedback.

8. Click Send once finished



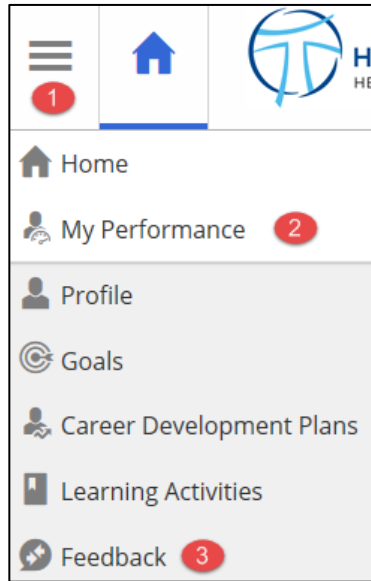
A feedback form with a close button (X) in the top right corner. The title is 'Recognition' with an information icon (i). Below the title is a recipient field containing 'Justin Manager' with a close button (X). The next field is 'Subject'. Below that is a suggestions line: 'Suggestions: Yourself, Direct Reports'. A rich text editor toolbar is visible with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Undo, and Redo. At the bottom right, there are two buttons: 'Send' (blue) and 'Cancel' (grey).

9. Colleagues will then receive a notification via email and on their Halogen Homepage that they have new feedback.

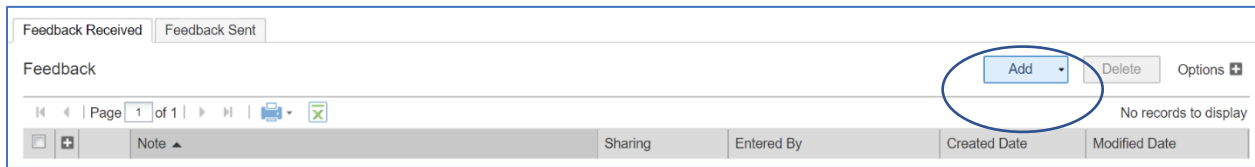
OPTION 2

To send feedback, follow the below steps.

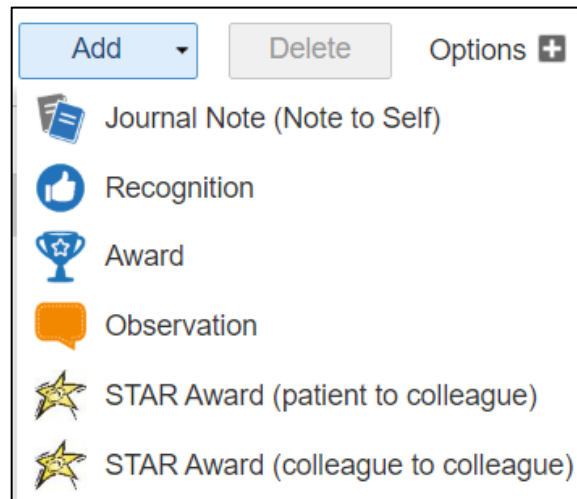
1. Select the Menu button
2. Select My Performance
3. Select Feedback



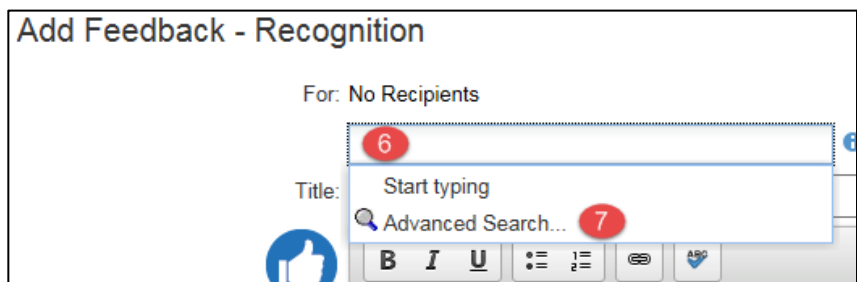
4. Select the Add button



5. Choose a feedback type that best fits the type of feedback you are sending



6. Place cursor in the "Find Recipients" field
7. Select Advanced Search



8. Enter the Last Name and First Name
9. Select the Search button
10. Highlight the colleague name
11. Select the Add button
12. Select the OK button after all recipients are selected

The 'Add Recipients' dialog box includes the following elements:

- Last Name: (8)
- First Name:
- Colleague Information: =
- Search: (9)
- Available Colleagues: (10)
- Selected Colleague(s):
- Buttons: (11),
- Show:
- Bottom Buttons: (12),

13. Update the Title to reflect what type of feedback you are sharing
14. Enter the message to share with the recipient.
15. Select the OK button when completed.

The 'Add Feedback - Recognition' dialog box includes the following elements:

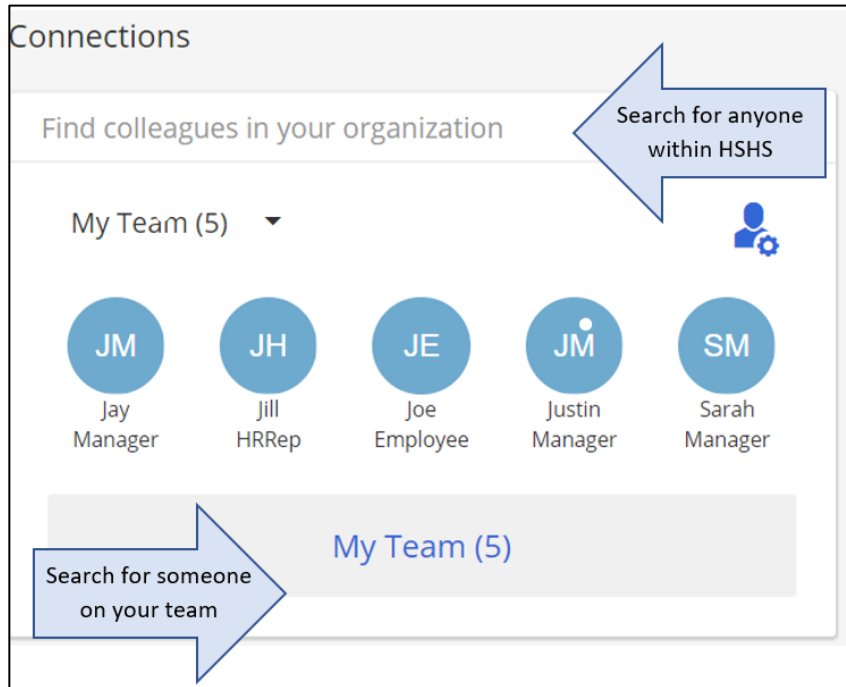
- For:
- Find Recipients:
- Title: (13)
- Text Area: (14)
- Bottom Buttons: (15),

Please note: Feedback Sent will become a permanent part of the colleagues Halogen profile and will be viewable by their leader. The recipient of feedback will be notified the following Sunday, by email, that they have feedback in Halogen for review.

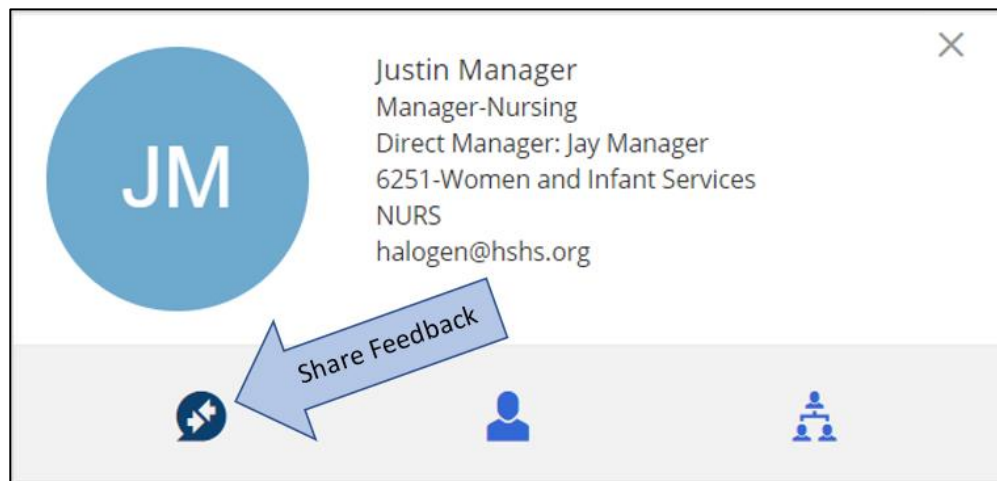
Requesting Feedback

To request feedback, follow the below steps.

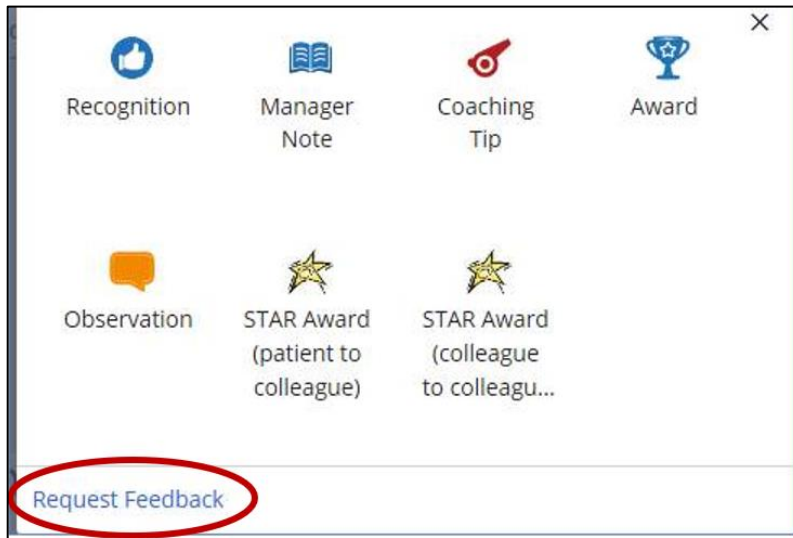
1. Go to your Home Page
2. Find the Connections section
3. Search for anyone within HSHS by entering their name
OR
4. Select the My Team button to find a team member



5. Select the colleague you would like to request feedback from
6. Click on the "Share Feedback" icon under the colleague's name

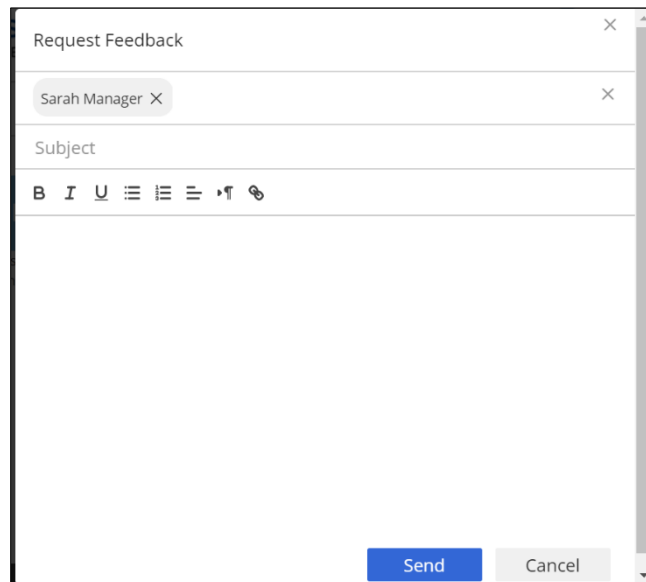


7. Select the “Request Feedback” option at the bottom



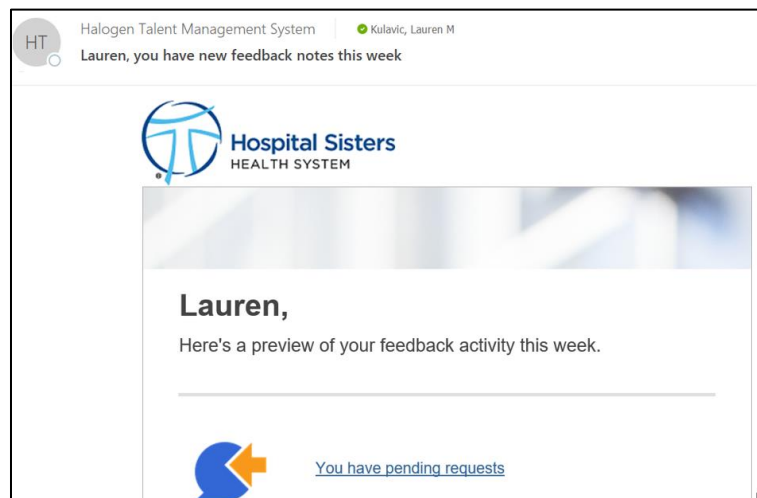
8. Enter a Subject and type in your message for your request

9. Select Send



10. The colleague receiving the request will get an email letting them know they have pending requests to complete. This will also appear on their Notes tab on their homepage.

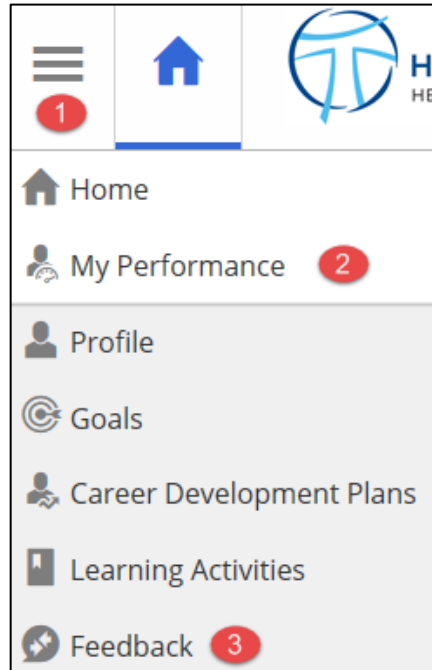
Please note: Feedback Notifications are sent every Sunday morning via email.



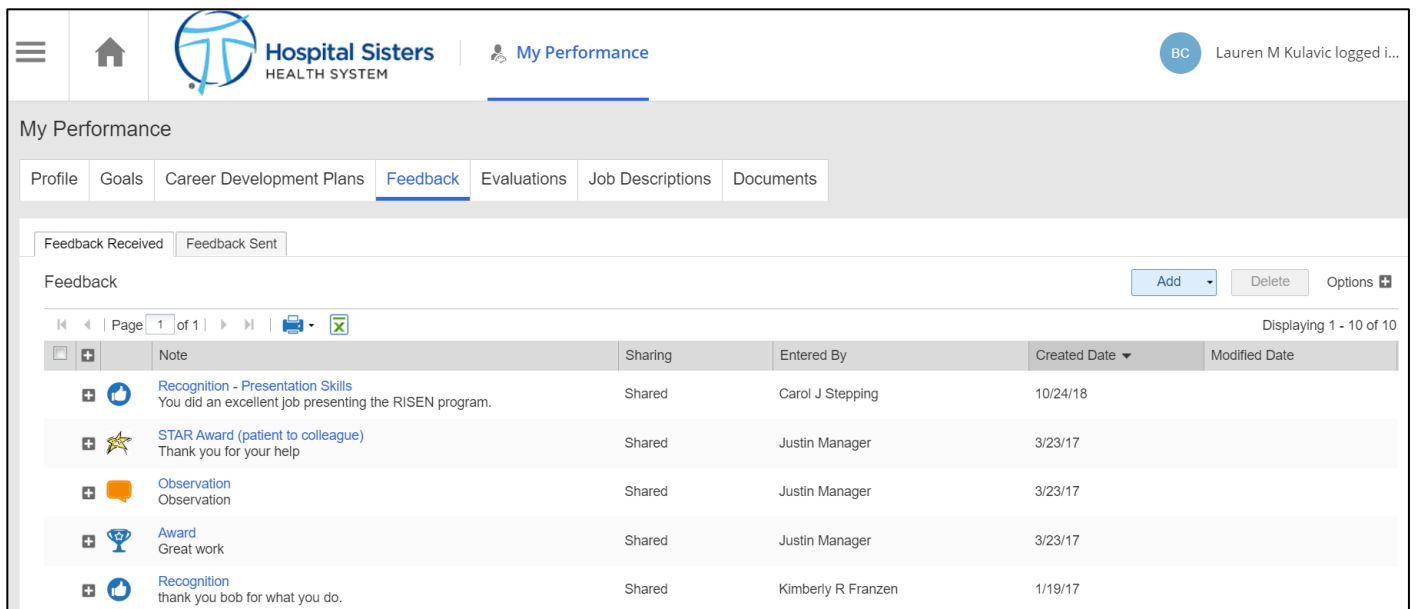
Viewing Feedback

To view feedback sent to you, follow the below steps.

1. Select the Menu icon
2. Select My Performance
3. Select Feedback



4. This will take you to your Feedback page where you can view all feedback that has been shared with you and the date it was sent.
5. To see additional details, click on the Feedback you want to view.



My Performance

Profile Goals Career Development Plans **Feedback** Evaluations Job Descriptions Documents

Feedback Received Feedback Sent

Feedback Add Delete Options

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	Note	Sharing	Entered By	Created Date	Modified Date
	Recognition - Presentation Skills You did an excellent job presenting the RISEN program.	Shared	Carol J Stepping	10/24/18	
	STAR Award (patient to colleague) Thank you for your help	Shared	Justin Manager	3/23/17	
	Observation Observation	Shared	Justin Manager	3/23/17	
	Award Great work	Shared	Justin Manager	3/23/17	
	Recognition thank you bob for what you do.	Shared	Kimberly R Franzen	1/19/17	