Ongoing Feedback Module
System Administrator Guidance

- Before notifying your area about the ongoing feedback module, be sure to update your hierarchy. Sign in to HR Manager, select Workbench tab.
- Update the supervisor and staff member email templates for the Ongoing Feedback Module. Select the PAD tab and then click PAD Admin. The templates are listed under the heading Ongoing Feedback Templates.
- You can choose to send the supervisor and staff member ongoing feedback emails to the entire school/center or to specific orgs in your school/center.
- To view feedback given in your area that has been **marked completed** follow the instructions below. You will not be able to see feedback that is in draft format via this tool.
    - Sign into HR Manager
    - Go to the PAD tab
    - Select Reporting

    - Select View Feedback
    - Enter 2017 into the Review Year field and click Get Report. You can also pull up data by org, staff member or supervisor.

    - Click “PDF” by the staff member’s name to pull up a PDF copy of the **completed** feedback.
    - Click “Year” by the staff member’s name to view the full feedback page. This is where attachments can be downloaded. Click on the to open the attachment.
        - Note: to see a supervisor’s attachment, click on **Supervisor Questions/Topics** and to see a staff member’s attachment, click on **Staff Questions/Topics**.