While completing the Performance Evaluation process for your direct report(s), if you need to get input from a co-supervisor, department head, etc. then the <**Get Feedback**> button is a great option.

At the Manager Review step (step 2), the <**get feedback**> option becomes available.

-Click the <**Get Feedback**> button.

-Type in the applicable name, and click the <Search Users> button.

The search results will be displayed. If the correct individual is indicated, click the <Select & Continue> button.

Confirm that the "Forward Form To" information is correct, and then click the <Send To ...> button.