

# Using the 'Ask for Feedback' function in Performance Central

Performance Central is Vanderbilt's employee evaluation system that focuses on constructive dialogue between supervisors and those reporting to them in order to improve work performance and to enhance assessment of professional development. This job aid will help you use a tool in Performance Central to gather feedback on your employees.

If you have any questions, contact HR's Employee Service Center.

- 615.343.7000
- [human.resources.vumc@vanderbilt.edu](mailto:human.resources.vumc@vanderbilt.edu)

## Icons in this job aid



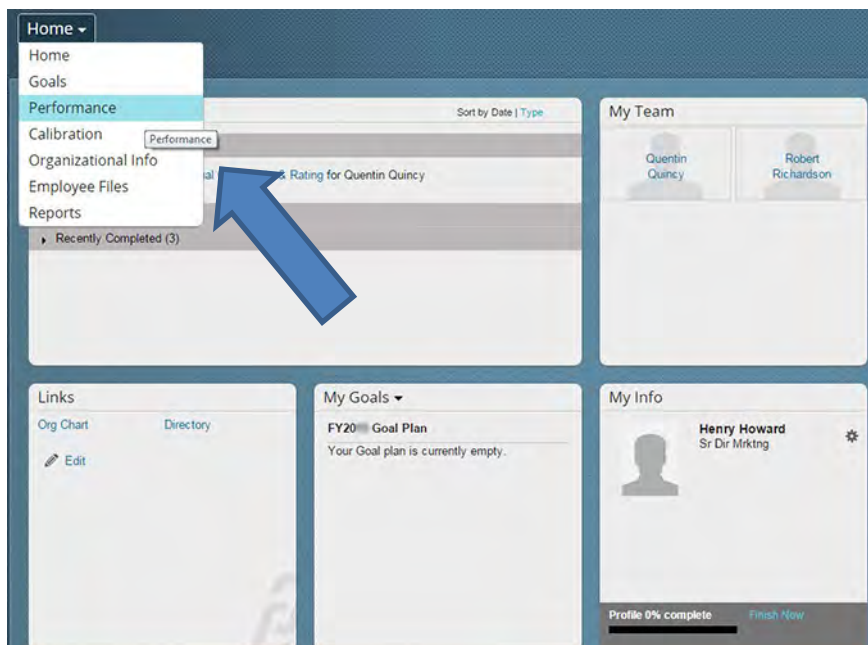
Information

## Log into Performance Central

1. Go to <https://hr.mc.vanderbilt.edu/performance-central/> and click **Launch Performance Central**.
2. Type your VUNetID and ePassword. Click **Login**.

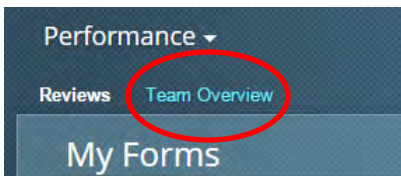
## Getting Started

1. From the Performance Central homepage, **open "Performance"** from the Home drop-down menu.



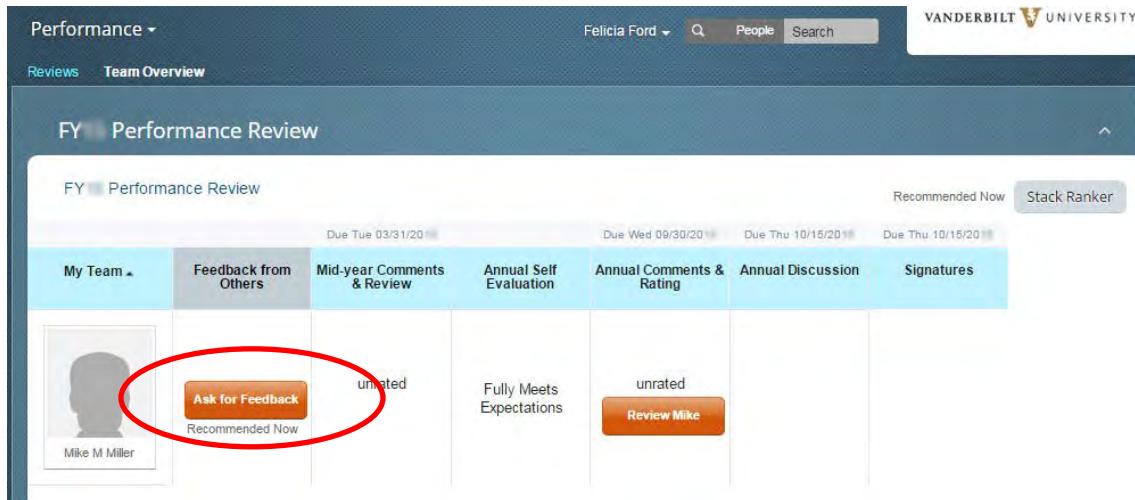
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## 2. Select "Team Overview"

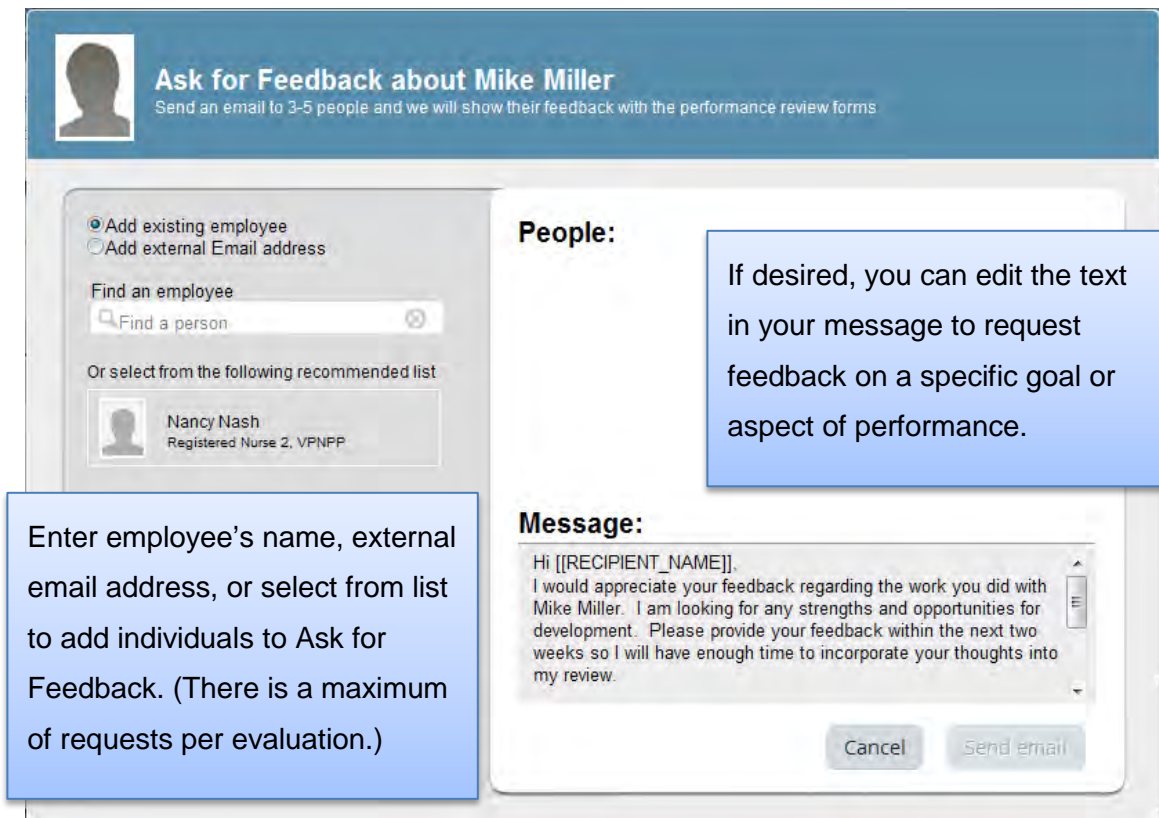


## Request Feedback

### 3. To generate a feedback form, click the "Ask for Feedback" button.



### 4. Complete this form, then click "Send Email"



**Ask for Feedback about Mike Miller**  
Send an email to 3-5 people and we will show their feedback with the performance review forms

Add existing employee  
 Add external Email address

Find an employee  
Find a person

Or select from the following recommended list

Nancy Nash  
Registered Nurse 2, VPNPP

**People:**

If desired, you can edit the text in your message to request feedback on a specific goal or aspect of performance.

**Message:**

Hi [[RECIPIENT\_NAME]].  
I would appreciate your feedback regarding the work you did with Mike Miller. I am looking for any strengths and opportunities for development. Please provide your feedback within the next two weeks so I will have enough time to incorporate your thoughts into my review.

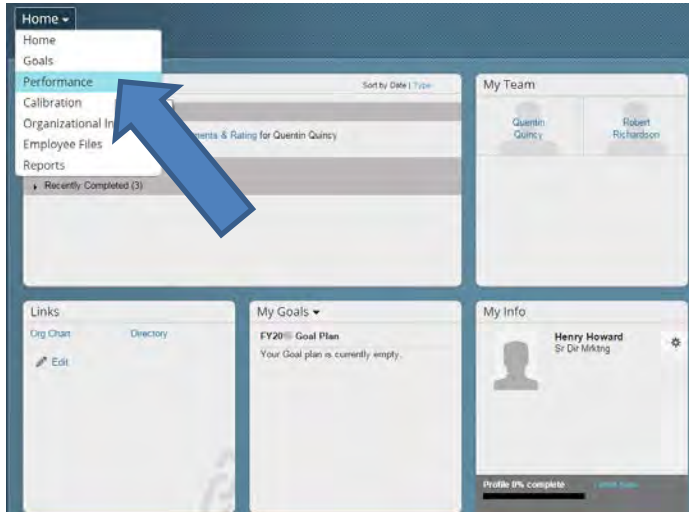
Cancel Send email

Enter employee's name, external email address, or select from list to add individuals to Ask for Feedback. (There is a maximum of requests per evaluation.)

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## Reviewing Collected Feedback

1. From the Performance Central homepage, open **“Performance”** from the Home drop-down menu.



2. Click **“Supporting Information”** from the individual’s performance review



3. Review the peer feedback in the pop-up window.

