**Global Performance Management**

**General Feedback**

General Feedback helps employees identify and improve their strengths while identifying opportunities for development. All employees are encouraged to have at least one type of feedback annually.

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| **General Feedback is a tool for employees to get feedback about their performance.** | |
| **Requirements for Participation** | * Participants must be in SAP as an active salaried John Deere employee * Contract, contingent, and wage employees cannot participate |
| **Survey Categories** | * Building Relationships, Business Integrity, Communication, Developing Others, Inclusion, Managing People, Performance, Recognition, Teamwork & Collaboration * Ability to add up to 3 competencies for additional feedback |
| **Initiation and Completion** | * Employees can initiate the process to request feedback for themselves. * Managers also have the ability to utilize the General Feedback process to request feedback on their direct reports. * Employees and managers should work together to identify the appropriate contacts to provide feedback. * The link to the survey will be sent via email to the respondents and will be available for a minimum of 10 business days to complete. * If the survey is sent to only one participant; the participant will be notified and their response will still be provided to the requestor. * When completing the survey provide a truthful assessment of observed performance or behaviors using specific examples and detailed comments (example comments below). |
| **Results** | * All the responses will be anonymous (if more than one participant) and combined into a summarized report and sent to requestor. * Requestor will also receive resources to help interpret results. |

The feedback comments are important to the employee’s development; ensure you include detailed comments like the ones shown below:

* **Communication -** She sets a good example when she shares information with us that impacts our jobs and the company. I would recommend that we have a chance to review it together - not only receive it; that way we can ask follow-up questions.
* **Recognition -** She does a great job of recognizing achievements. She always gives me timely, thoughtful, and appropriate recognition for my performance.
* **Performance –** He didn’t meet his deadlines for the ABC Project; which caused problems for the team. In the future, let the team know as soon as possible so schedules can be adjusted as needed.