Feedback Contact Entry Instructions

* Login at [https://webdb.iu.edu/uitsfs/scripts/UitsHr2/fb_listmenu.cfm](https://webdb.iu.edu/uitsfs/scripts/UitsHr2/fb_listmenu.cfm). This is the Feedback Dashboard.

* The system will alert you if you are not set up to participate. Contact UITSHR@iu.edu for access to participate.

* If you are not a manager then this manager tools box will not appear.

* You enter a list of contacts. If you participated in the past, you will have access to previous contact lists.

* If supervisor names are incorrect, STOP and contact UITSHR@iu.edu. When notified about correction, refresh browser, clear cache and re-enter site to ensure correct information appears. The first supervisor listed will be approving your contacts. You will be invited to rate supervisor(s) later in the process.

* Contact Name and entire email address are required.

* After submitting contact list, you cannot add contacts to your list—only able to edit existing. Additional names may be entered only by sending email UITSHR@iu.edu
Process overview after successful contact entry/approval.

Via email, feedback submission requests will be sent to six randomly selected contacts. If they choose to participate, they will click the link provided to enter the feedback questionnaire. They will answer 15 questions about your service orientation and resource utilization. You may receive requests to rate your colleagues. We hope you will take the time to provide this valuable input.

If you belong to a team with at least three members, you will receive a managerial feedback submission request via email. If you choose to participate, you will click the link provided to enter the managerial feedback questionnaire. You will answer 23 questions about your supervisor’s leadership, staff development, resource utilization, and service orientation.

* Results will be immediately viewable within the main portal.

* Only your immediate supervisor (one who approved your contacts) can view your results. If desired, you may print your results.

* Submitting feedback is voluntary and anonymous. Receiving no results, or fewer than expected will not be negatively regarded.