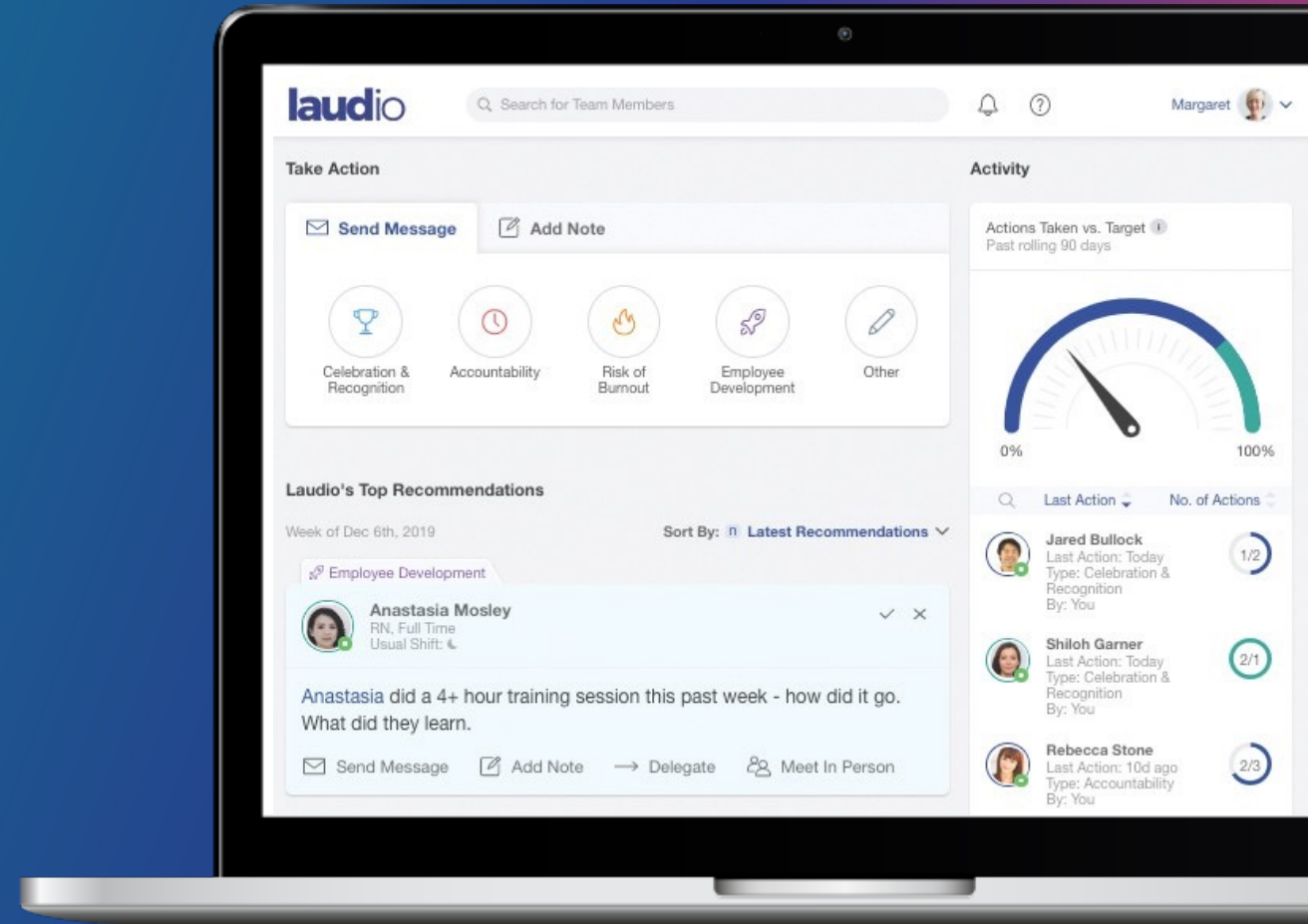


laudio

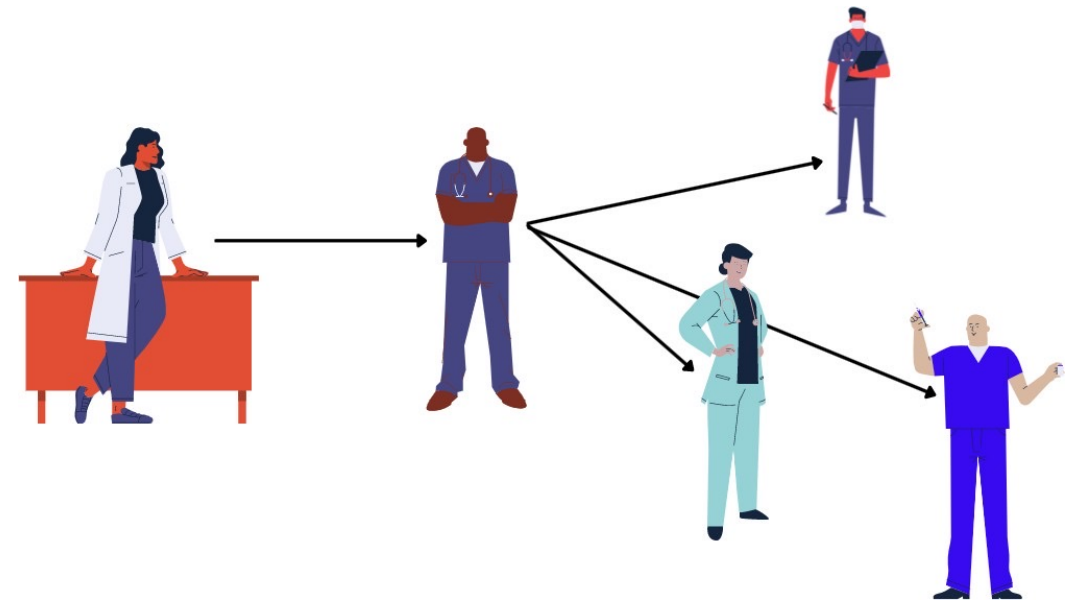
Collecting Peer Feedback using the Workflow

Tutorial for Laudio Leaders



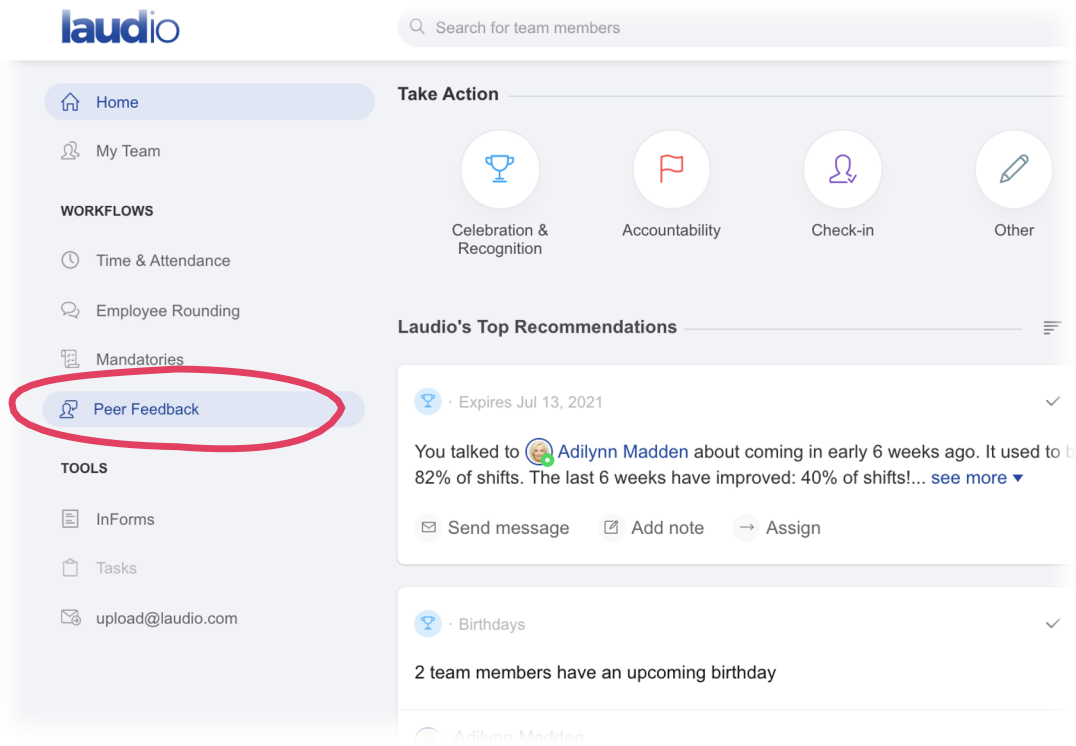
Peer Feedback Workflow Overview

- Leaders initiate the process by sending an email from the Laudio Peer Feedback workflow to the team member
- When the team member receives that message, they will forward it to the peer(s) they choose
- The peer(s) complete the Peer Feedback InForm anonymously
- The Peer Feedback responses appear in Laudio
- Leaders may share Peer Feedback responses with the team member



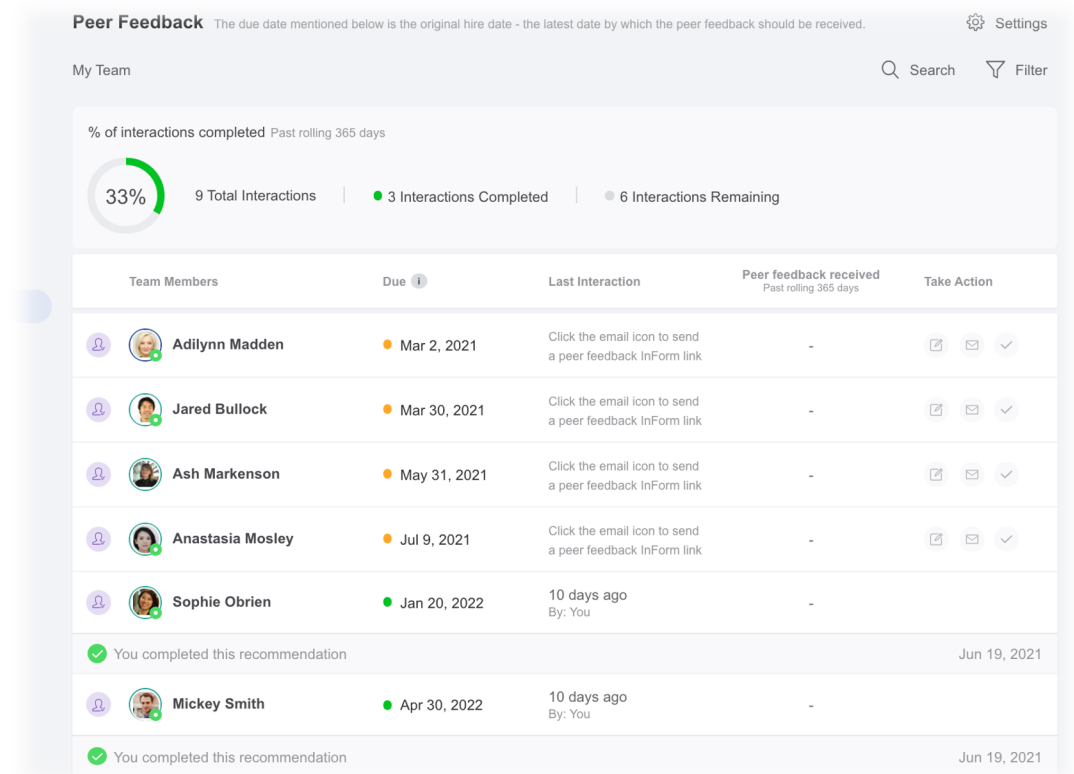
Step by Step Tutorial

1) Click on “Peer Feedback” in the workflow menu on the left hand side of your Laudio homepage



You'll see a list of all your team members, sorted by Peer Feedback due date

(note: if sending to all team members collectively, you will use a different method outlined in "Peer Feedback via InForms")



Step by Step Tutorial

Peer Feedback The due date mentioned below is the original hire date - the latest date by

My Team

% of interactions completed Past rolling 365 days

33% 9 Total Interactions | 3 Interactions Completed | 6 Interactions Remaining

Team Members	Due	Last Interaction	Peer feedback received Past rolling 365 days	Take Action
Adilynn Madden	Mar 2, 2021	Click the email icon to send a peer feedback InForm link	-	
Jared Bullock	Mar 30, 2021	Click the email icon to send a peer feedback InForm link	-	
Ash Markenson	May 31, 2021	Click the email icon to send a peer feedback InForm link	-	
Anastasia Mosley	Jul 9, 2021	Click the email icon to send a peer feedback InForm link	-	
Sophie Obrien	Jan 20, 2022	10 days ago By: You	-	
You completed this recommendation				Jun 19, 2021

The due date is based on an anchor date selected by your organization (e.g. hire date, birth date, annual review date, or other)

2) Click "Send Message" to create the outgoing message to the team member that will initiate the Peer Feedback process

Team members appear "due" two months before the due date displayed

Leaders can initiate the peer feedback process when team members are "due" for peer feedback

To send a Peer Feedback request outside of this timeline, utilize the InForms toolbar

Step by Step Tutorial

3) Click Log in Profile and Proceed to Outlook to send the message to your team member

The message template will contain:

- Instructions for the team member receiving the feedback
- Text that the team member will forward to their chosen peer(s)
- A link to the team member's unique Peer Feedback InForm

Send Email Select Template

To: Ash Markenson Cc

Peer feedback for Ash Markenson (Annual Evaluations)

Hi Ash,

As part of your annual evaluation, you are required to obtain feedback from your peers. Please email three peers that you would like to get feedback from with the template and link below.

Thanks,
Maggie

Hi,

I would

Click th

Do not

Thank y
Ash

Your organization's default message will appear here. Consider your organizational guidelines before changing this message

Please do not enter information that can be classified as PHI in your note

Check-in Peer feedback ×

Log In Profile & Proceed To Outlook

Click here to send the message from your email address

Step by Step Tutorial

The screenshot shows the InForms dashboard with several annotations:

- Track overall progress toward target:** A blue callout box pointing to a progress bar showing 33% completion (3 of 9 total interactions).
- Count of responses received:** A blue callout box pointing to a red circle containing the number '1' in the 'Peer feedback' column.
- Track who you've reached out to:** A blue callout box pointing to a red circle around the 'You sent an email' status in the 'Last Interaction' column.
- Complete will reset the due date to next year:** A blue callout box pointing to a red circle around a checkmark icon in the 'Peer feedback' column.

Team Members	Due	Last Interaction	Peer feedback
Adilynn Madden	Mar 2, 2021	Click the email icon to send a peer feedback InForm link	
You sent an email			Jun 29, 2021
Jared Bullock	Mar 30, 2021	Click the email icon to send a peer feedback InForm link	1
You sent an email			Jun 29, 2021
	2021	Click the email icon to send a peer feedback InForm link	-
Anastasia Mosley	Jun 9, 2021	Click the email icon to send a peer feedback InForm link	-

4) Track Peer Feedback InForm responses in the InForms toolbar

5) Click “Complete” when feedback is received

Don't forget to “complete” the interaction to reset the due date and track target achievement

Complete will reset the due date to next year

Step by Step Tutorial

The screenshot shows the laudio interface for a user named Ash (Ashley) Markenson. The interface includes a search bar, navigation icons for Celebration & Recognition, Accountability, Check-in, and Other, and a 'Professional Engagement' section. The 'Activity' section is highlighted with a red oval, showing a 'Peer Feedback' entry with a 'View Response' link. A red circle highlights the 'More Filters' button in the activity filter bar. A blue callout box with a red arrow points to the 'View Response' link, containing the text: "Click 'View Response' to see the entire InForm".

6) You can find individual Peer Feedback responses on the team member's profile under "Activity"

Click on "More Filters" and select "Peer Feedback" to filter for only Peer Feedback-related content

The screenshot shows a 'Peer Feedback for Andiella Gray' response form. The form includes a 'Related to' field with 'Andiella Gray', a 'Response from' field with 'Janice Smith', and a text area for feedback. The feedback text reads: "Ariana is a great team player, always willing to help out when things get busy. She also is great at teaching patients about their care and I have learned a lot from her about how to get the message across to my own patients." Below this, there is a section for providing feedback opportunities: "If you have feedback opportunities for your peer please consider speaking with them directly. You are welcome to include information on this form." The feedback text continues: "I think Ariana is such a hard worker that she often doesn't take time for herself to decompress! I often see her interrupting her lunch break for work. I think this is something we can all work on and she definitely deserves her rest breaks as much as anyone."