Once the MID-YEAR step has been completed the radial button is green and you can now launch the Upward Feedback. Verify the direct reports (nominees) and then Launch the Upward Feedback.

Once Upward Feedback has been launched, you will have access to the Year-End evaluation and can start working on that form.

You can track the ANONYMOUS nomination responses by clicking “track nominations.” In order to receive Upward Feedback a minimum of 2 direct reports must complete the Upward Feedback form AND the employees must have been in their role for at least 6 months. Once Upward Feedback has been launched, you will have access to the Year-End evaluation and can start working on that form immediately.