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

Log into Performance Central

1. Go to https://hr.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”

3. To generate a feedback form, click the “Ask for Feedback” button.

4. Complete this form, then click “Send Email”

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

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.