

NURSE: INSTRUCTIONS FOR COMPLETING YOUR P2P FEEDBACK SUMMARY TOOL AND GOAL DEVELOPMENT TOOL

1. From MyTalent learning plan, click on **Click here to complete your Peer2Peer Feedback Summary and Goal Development Tool form for (Your Name).**



[Click here to complete your Peer2Peer Feedback Summary and Goal Development Tool form for Zoe Thompson](#)

2. Complete all four (4) sections of this form using the feedback received from your two (2) peers and then click on **Finalize.**




3. Click on **Finalize Form.**


4. Click on **Next** to begin **Spell Check** and **Legal Scan.**

5. Complete **Spell Check** and **Legal Scan** and click on **Finish.**

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6. Click on **Send to Next Step**.
7. Click on **Peer2Peer Feedback Summary and Goal Development Tool for (Your Name)**.



Display Options										
<input checked="" type="checkbox"/> Form Title <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Step <input checked="" type="checkbox"/> Date Assigned <input checked="" type="checkbox"/> Step Due Date <input checked="" type="checkbox"/> Form Start Date <input checked="" type="checkbox"/> Form End Date <input checked="" type="checkbox"/> Form Due Date <input checked="" type="checkbox"/> Last Modified <input checked="" type="checkbox"/> Sent From										
Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
★ Peer2Peer Feedback Summary and Goal Development Tool for Zoe Thompson	Zoe Thompson 田	Nurse Signature / Acknowledgement of Content	08/13/2015		08/13/2015	09/12/2015	09/12/2015	08/13/2015	Zoe Thompson	

8. Scroll down to the bottom of the page and click on **Sign**.
9. Click on **Sign** again.

NOTE: You have successfully completed this e-tool document. Your P2P Feedback Summary and Goal Development Tool form has been routed to your manager for their review and electronic signature. Thank you.