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).**

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.**

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

6. Click on **Send to Next Step**.

7. Click on **Peer2Peer Feedback Summary and Goal Development Tool for (Your Name)**.

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.