Feedback: Feedback Checklist

There are many things to remember when providing feedback. Use this checklist to think through how you will conduct a feedback session.

- Give feedback frequently.
- Make feedback timely. Don’t wait too long after observing a behavior.
- Keep feedback simple.
- Provide a private, neutral setting when your feedback concerns behavior that must be corrected.
- Focus on the situation you have observed.
- Describe the employee’s behavior without interpreting motives.
- Communicate the impact of the employee’s behavior.
- Offer suggestions and support for making changes in the behavior.
- Take your employee’s communication style into account and be prepared for unexpected information.
- Leverage your employee’s strengths.
- Catch people “doing things right.”