

# Feedback Categories and Samples

John demonstrates adequate communication skills and completes all requested tasks and required responsibilities.

John goes beyond the call of duty by seeking out and following up on additional responsibilities and contributes frequently to department meetings.

John shows great aptitude for leadership, but he doesn't seek out additional professional development opportunities.

John takes the initiative and is proactive in gathering information, assembling the tools or team members required to complete a project on time and to budget.

John needs to display a greater willingness to participate in team and project meetings by contributing more ideas and insights.

John has room for development of listening skills particularly in team meetings when different viewpoints are being expressed.

John is always punctual and is respectful of colleagues by arriving on time for meetings.

John has fallen below the productivity target of \$100m in revenue set in last year's performance review by almost 25% below expectations at this point.

John is able to effectively collaborate with team and project members in order to complete a task.

John excels in developing lines of communication with external clients and stakeholders.

John, the presentations you've been delivering to the team haven't been engaging. But I know that the objectives you're outlining are important for your team to understand so that the company can grow. We should take steps to improve your communication skills so that our team and company can thrive.

John "I've noticed some changes in your work habits and results over the past week or so. I know how productive and results-driven you usually are, so I wanted to check in with you and see if there was anything you were having trouble with that I might be able to help you with."

John exceeds expectations in the role of a sales associate. He adapts to change easily, works well under pressure with a positive attitude and is detail-oriented. Samuel goes beyond the call of duty by seeking out and following up on additional responsibilities and contributes frequently to department meetings.

John is an active listener, manages his time efficiently, demonstrates professionalism and is always conscientious about the quality of his work. Although Samuel works well independently, he would benefit from additional team-building skills

“John, your handling of all the processing work while Sue did the callbacks made for an efficient effort and showed good teamwork. Everything you did was accurate, as well. Thanks so much for helping out. Such initiative is a real value to the team.”

John sets a good example by ensuring that he never loses his composure even in the most stressful of situations and is quite capable of thinking of innovative solutions to cope with crisis situations.

John is approachable, his team members are at ease in case they have to consult him about any problem, which has improved intra-team relationships. This has also helped improve team productivity.

John is an example to others where punctuality and coming in to work on time is concerned. This has inspired his team and bettered the targets achieved by the team.

John is always works towards gathering proper information about various matters related to his job to enable him to stay attuned to the needs of the company

John “Last week you noticed an invoice that didn’t seem accurate. I really like how you took it upon yourself to call our supplier, research that matter and have the mistake corrected. You took the initiative immediately, which saved us a lot of time, money and problems in the long run. Great job

John has come a long way since mid year. His ability to listen to feedback and act upon it is really good. His drive to make progress and increase his area of responsibility is a positive as well. He is collaborative and communicates with the team as needed. A few areas he needs to work on next year would be working more towards leading projects and making sure timelines are met. Taking initiative in making sure we are following the roadmap and meeting the milestones. Managing the trello and holding team responsible for the deliverables. I would also like to see John be a bit more pro-active in bringing up issues, constraints and opportunities rather than his manager having to administer or initiate the conversation. John will also benefit from doing some training around team management now that he has people directly reporting to him.

John possesses a strong drive to do well within the organization. He takes initiative to get things moving and delivered on time. He tries to share his insight proactively, positively and works for the betterment of the team. He exhibits a good upside to eventually do more within the company. He has played a critical role in the success and development of the product. He is a champion for customers input and needs. He has taken that viewpoint to help drive innovation within the product. What John needs to work on is being less tactical and more strategic in his day to day. John is quick to jump in and fix things which sometimes works against helping find out root cause as well as holding the team accountable. John needs to work on elevating his ability to

delegate and push responsibility where it needs to be to allow himself to continue his development and others to realize their responsibility. Over the next 4 months, I would like to challenge John to leverage his strategic position and outlook to anchor the whole team and execute on the product concept. Through his collaboration, I would like John to help to impart accountability and collaboration to the extended team to achieve results in a timely manner

John showed good initiative with taking over and delivering the product in time. He was able to manage the tight timelines and work with the client to get the job done. Although the work was delivered in time there were a few misses that John needs to make sure are taken care of in the future. He needs to make sure he is communicating effectively with all the members of the team. There were instances where I was not in the loop and had to get up to speed only after the discussion was done with other team members or client. Team members outside of the core product team struggled with understanding the deliverable and how they could collaborate and be able to contribute. For scaling a solution John would need to make sure he is following the processes, using the resources efficiently and making sure everyone involved is up to speed on status/progress. Although, John tends to hit his product deadlines but other responsibilities he has as a manager and leader in the company usually get delayed and need multiple reminders. Figuring out how to draw a balance between various responsibilities and be able to prioritize at the right time. Collaborating with his peers and subordinates more will be key to success next year. Being able to trust and learn to delegate and follow-up will definitely benefit. Overall, John has a lot of potential and can make significant strides provided he recognizes his pitfalls and works on them

John overall has embraced the recent changes that happened in the org recently. He demonstrated much adaptability by taking over new responsibilities and incorporating feedback to produce the desired deliverables. John took a significant amount of responsibilities from what He initially had to enable the agile structure and support the product teams. He has come a long way since He started. I do see improvements in his meeting management and collaboration with the teams. I also feel he is aware of his shortcomings from a skill set perspective. John still has a long way ahead of him to accomplish his goals in his current role. He needs to polish up his leadership skills and gain depth in his current role to come off as an authority. Collaborating more with the product teams and working towards being their ally will help him be more successful as a scrum master. There is still a need to figure out how to juggle multiple priorities and make sure teams adhere to the process to minimize the rework or impact on the overall deliverables. I would also like John to be a bit more proactive and start working in an advisory capacity and be a thought leader. Thinking outside of the box as well as identifying issues proactively is required. He needs to have a good view and hold on to how the product strategy is emerging to enable logical discussions and be able to provide direction in terms of process and governance.

Johns planning shows that he is very hardworking, positive, supportive, and organized to help design the plan

The overall plan for the launch was delayed and was not clearly shared in the weekly updates. Moving forward we need to capture and risk, speak to that and accurately plan for unforeseen issues that arise.

The goal of closing the 2 new deals in Q1 went off without a hitch, was delivered on time and the appropriate integration planning was delivered flawlessly

As part of the plan, we were to close on both new targets in Q1 and have the roadmap for closure identified. While we are on our way to doing both we missed our goal and still need a framework as to when we will get there

John, you exceeded your production goal by 20% last week. Great job. That's really going to help us meet our overall plant production and financial goals. How did you do it?"

John- your style of leadership has been noted by many of your peers as being adaptable, genuine and caring. I have heard from more than one person about you can do attitude to support everyone not matter the situation

John "I have heard a lot of compliments about your work and I would like to appreciate you for the same. However, I noticed that you tend to remain silent most of the times even during your team meetings. I must say that I'm concerned with this observation of mine and would really like to know if you're facing any difficulties out here.

John Effectively solves problems rather than symptoms

John puts a plan into an efficient and direct process that enables his business unit to run smoothly

"As your project lead it's my job is to keep everything and everyone organized with the workstream. Well, keeping things is comparatively easier but for keeping everyone on the same track I have to rely on you guys to understand each other's concerns. Please ensure you are updating the workstream and the process is being adapted on time

Coming in under payroll and delivering the reports to the bank early every week without fail is an amazing accomplishment that helps drive such positivity throughout the organizations

Your inconsistency in delivery consistent payroll number as well as being on time each week puts the organization in a state of unrest and makes week to week more challenging than it should be

The new code deployment really enables the site to drive reporting to no longer need to be on-demand but the much-anticipated push to you every morning. This is a phenomenal accomplishment and your hard work is noted

The lack of automation in your latest reporting updates is not up to expectations. As previously discussed, automation of some sort was to happen in this release cycle. It was never told that it would not happen and there needs to be a clear path to achieve this, on time, as expected

John really took control of the marketing roadmap. It was obvious things were going awry with the original production schedule, but because he stepped in and got everybody back on track and redesigned the tracker we were able to walk away accomplishing all of the items on the agenda.

John- My expectation was that you would provide us with more details on the marketing roadmap. Because we didn't have enough information, we won't be able to make our final decisions until later this week. What can you do to ensure that we will have the correct information?"

John effectively launched the go-to-market campaign with Atlas PR on time, under budget and with a strong response rate in the first week from external views to the link on social and own website. It far exceeded expectations

John was tasked with launching the go-to-market campaign within 30 days with Atlas PR and the campaign ultimately took 45 days to launch. The launch period delay negatively impacts maximum exposure rate to own site and social however the overall launch did go smoothly and was received well. John needs to plan to time better and understand that a great launch can maximize results