**Global Performance Management**

Interpreting Feedback Results Worksheet

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| Purpose | Use this document to help interpret feedback results and develop a plan to build on strengths and identify development opportunities. |

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| Worksheet for Feedback Recipient | You should collaborate with your manager to discuss the results and build a development action plan.   * Most goals are not achieved because we are not held accountable to anyone to achieve them. An accountability partner can help hold you accountable to reach your goals and monitor your actions to ensure you are on the right path. * Your manager can help you with your results if you choose.   Listed below are questions to help you get started: |
| 1. *What themes or trends in the data did you notice?* | |
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| 1. *What surprised you about the results?* | |
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| 1. *What type of actions do you plan to take based on this feedback?* | |
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| 1. *Identify resources for your development.* | |
| Note: Remember to leverage your strengths as well as focus on opportunities for improvement |  |
| 1. Follow up with participants to acknowledge their feedback and share a couple of items you identified in step 3 above. | |
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| Appreciate feedback respondents | After going through the feedback process you may want to …   * Thank participants for their feedback * Share with participants a couple of items you have learned or will be taking action on as a result of the feedback   Research indicates that managers who share high level results or conversations with their staff, have a higher probability of recognizing change and having others observe that change. |

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| Ongoing use of feedback | Consider creating Development Action Plan goals around the feedback you received. Consider teaming with your manager to be accountable for your development based on the results and the Development Action Plan. |

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| Manager Guidance | When working with your manager, you can ask him or her for the following:  \_\_Ask what trends he/she sees in the data  \_\_Share their perspective and advise  \_\_Ask questions that will help the recipient think about the feedback  \_\_Ask the recipient how you can help  \_\_Work with the employee to create a goal in their development action plan |