**Guidelines for Peer Review and Giving and Receiving Feedback**

The Giver is the person *giving* the feedback and the receiver is the person *receiving* the feedback.

The idea is to come at the feedback session from a very positive outlook – exploring the things that produced results rather than things that hindered them.

1. **Focus on the positive**: Focus on what is working well in the process and what they appreciate about each other’s work. This can help create a more positive and supportive environment for giving and receiving feedback.

*“I really like the way you formatted the resume, it’s clear and easy to understand.”*

1. **Ask open-ended questions**: Use open-ended questions to encourage participants to share their experiences and perspectives. This can help create a more collaborative and inclusive environment for feedback.

*“How did you feel you did with this process?”, “Is there anything you feel would have improved the outcome?” “When did the writing really start to flow?”*

1. **Listen actively**: When receiving feedback or listening to a response from a receiver, it’s important to listen actively and try to understand the reviewer’s perspective. Avoid becoming defensive or dismissive of their comments.
2. **Be specific**: When giving feedback, provide specific examples to illustrate your comments. This will help the writer understand what they need to do to improve their work.
3. **Be constructive**: Feedback should be constructive and aimed at helping the author improve their work. Avoid being overly critical or negative.

*“The details in your Education section are very clear in detail. I noticed in the “requirements” section of the job posting, a master’s degree in cybersecurity is preferred. Since you have that, have you considered moving it closer to the top of the resume?”*

1. **Be respectful**: Remember that the writer has put a lot of work into their resume documents. Be respectful and professional in your tone.
2. **Be consistent**: Your feedback should be consistent and focused on the most important issues. Start with the major problems first, then list more minor comments afterwards.
3. **Be clear**: Your feedback should be clear and easy to understand. If the author doesn’t understand what you’re saying, they won’t be able to address your concerns.