Constructive Feedback Checklist

Before Giving Feedback

- ☑ Identify the **specific situation** you want to address (time, place, context).

- ☑ Focus on **observable behavior**, not assumptions or personality.

- ☑ Consider the **impact** the behavior had on you, the team, or the work.

- ☑ Choose the right time and setting (private if sensitive, timely, not delayed).

- ☑ Prepare your words - keep them clear, respectful, and professional.

During the Conversation

- ☑ Use the **SBI model**:

    - o **Situation** - When/where it happened

    - o **Behavior** - What the person did

    - o **Impact** - The result of the behavior

- ☑ Be **specific and objective** (avoid "always" or "never").

- ☑ Keep your tone **neutral and constructive**.

- ☑ Balance positives with areas for improvement.

- ☑ Allow the other person to respond or share their perspective.

After Giving Feedback

- ☑ Agree on next steps or strategies for improvement.

- ☑ Offer support, resources, or coaching if needed.

- ☑ Follow up to recognize progress or reinforce improvements.

- ☑ Reflect: Was my feedback effective? What could I improve in how I delivered it?