This is a checklist of the characteristics employees typically mention when describing effective feedback.

Use this checklist to identify areas where you might need to improve your ability to deliver feedback.

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| When giving feedback I: | Seldom | Sometimes | Consistently |
| 1. Encourage employee participation in the discussion of feedback. |  |  |  |
| 1. Consider whether employees are ready, interested and receptive to the feedback. |  |  |  |
| 1. Listen with an open mind. |  |  |  |
| 1. Provide feedback in a timely fashion. |  |  |  |
| 1. Recognize accomplishments and celebrate successes. |  |  |  |
| 1. Provide specific, nonjudgmental information. |  |  |  |
| 1. Strive to be clear, candid, caring and considerate. |  |  |  |
| 1. Provide feedback on an ongoing basis, in regular scheduled meetings. |  |  |  |
| 1. Focus on the one to two relevant and significant areas. |  |  |  |
| 1. Look to the future to address what could be done differently. |  |  |  |
| 1. Allow employees to talk without interrupting them. |  |  |  |
| 1. Get commitment from the employee to a resolution. |  |  |  |
| 1. Focus on sharing information rather that giving advice. |  |  |  |
| 1. Check for understanding and seek mutual agreement. |  |  |  |
| 1. Create an environment where employees feel comfortable providing feedback to me. |  |  |  |