

FEEDBACK CHECK-LIST

Please read each of the following 12 questions and place an X next to the answer that best describes your feedback interaction.

1. Did you give this feedback at a time you knew would be particularly convenient for the person?

Yes.
 No, I didn't think of that.
 I gave the feedback at the time convenient for me.

2. Did you give this feedback in person?

Yes.
 No, I didn't think of that.
 I gave the feedback in the form most convenient for me.

3. Before giving the feedback, did you stop and take a moment to reflect on the performance in question and exactly what you wanted to say?

Yes.
 For a moment, but probably not long enough.
 I didn't need to stop and reflect.

4. Before giving the feedback, did you reflect on what you were assuming about the performance situation and then question those assumptions?

Yes.
 No, but I probably should have.
 I didn't need to question my assumptions.

5. Before giving the feedback, did you check your facts?

Yes.
 There was not clear way to check the facts.
 I didn't need to check the facts.

6. Before giving the feedback, did you take a moment to rehearse?

Yes.
 A little bit, but probably not enough.
 I didn't need to rehearse.

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7. How soon after the performance in question did you give the feedback?

- Immediately.
- Within 48 hours.
- More than 48 hours.

8. When giving the feedback, did you explain exactly what the person did right, or exactly what the person did wrong (or what could be improved)?

- Yes.
- Not as much as I should have.
- No, that wasn't the point of the feedback.

9. When giving this feedback, did you focus on the details of the performance in question?

- Yes.
- Not as much as I should have.
- No, that wasn't the point of the feedback.

10. When giving negative feedback, did you ask for change? Define any concrete action steps goals, deadlines, and parameters?

- Yes.
- Not as much as should have.
- No, that wasn't the point of the feedback.

11. Did the person undertake any specific concrete actions as a result of your feedback?

- Yes.
- I don't know.
- No.

12. When do you plan to communicate again with this person about the tasks, responsibilities, or project-related subjects that were the focus of the feedback?

- At previously determined checkpoints during the employee's performance.
- The next time there is a problem that needs my attention.
- At the person's next formal review.