Learn & Grow

Effective Feedback Guide

Giving Feedback

☐ Focus on behaviors and not on personal characteristics; focus on what the other person can control.

☐ Include specific examples of what the person did or said.

☐ Provide feedback as soon as possible after an event.

☐ Provide feedback on a regular basis.

☐ Ensure feedback is accurate, fair, honest, and straightforward; be compassionate, but do not sugarcoat major concerns.

☐ Seek to provide more praise than criticism; focus on strengths rather than dwell on weaknesses.

Receiving Feedback

☐ Instead of waiting for feedback, ask for advice in advance for how to perform more effectively; “feed forward” is easier to give and receive than feedback.

☐ Ask for feedback frequently and always thank the person giving the feedback, regardless of whether you agree; look for what is useful or right about the feedback, even if you think some aspects are wrong.

☐ Recognize when you are receiving feedback; ask clarifying questions if needed to better understand the what the person giving the feedback is trying to communicate.

☐ Separate the message from the messenger, don’t dismiss feedback just because you don’t like or respect the source.

☐ Be honest about your reaction to the feedback; keep it in perspective and seek support if needed.