Giving Constructive Feedback

Performance Feedback

- Positive Feedback
- Negative Feedback
- Vs. EVALUATION

Yikes! What do I SAY?!

- Content is important and needs to be planned a bit
- First sentence: identify the issue
- Give SPECIFICS
- Use "I"messages

OK, HOW do I say it?

- Be DIRECT
- Be SINCERE
- NO mixed messages
- Positive feedback – express appreciation
- Negative feedback – express concern
- PERSON to PERSON, not through e-mail
- Observations only, not interpretations

WHEN is the right time?

- ASAP , real time
- ASAR, when you are ready

FREQUENCY – how OFTEN?

- Regularly
- Keep notes of performance feedback