Research shows that employees who feel inspired to improve or positive about knowing how to do their work better after receiving feedback are 3.9 times more likely to be engaged than employees who are left with negative feelings.

Performance review comments should be thoughtful and specific, which means using the right words is key to relaying a message and its meaning. Action verbs like "solve", "establish", and "eliminate" are particularly impactful.

Providing concrete examples within the observations being shared makes feedback more impactful. It also shows the employee that their People Leader is paying attention.

3 TIPS FOR HOW TO WRITE EFFECTIVE FEEDBACK

1. BE POSITIVE
   Research shows that employees who feel inspired to improve or positive about knowing how to do their work better after receiving feedback are 3.9 times more likely to be engaged than employees who are left with negative feelings.

2. CHOOSE YOUR WORDS CAREFULLY
   Performance review comments should be thoughtful and specific, which means using the right words is key to relaying a message and its meaning. Action verbs like "solve", "establish", and "eliminate" are particularly impactful.

3. BE SPECIFIC, PROVIDE EXAMPLES
   Providing concrete examples within the observations being shared makes feedback more impactful. It also shows the employee that their People Leader is paying attention.