3 TIPS

FOR HOW TO WRITE EFFECTIVE FEEDBACK

Employees are eager for feedback. However, feedback that focuses only on the negative or lacks specificity can leave employees feeling confused or unclear -- not only as to why they received the rating they did, but also what they are doing well and what they need to do going forward.

BE POSITIVE

1

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

CHOOSE YOUR WORDS CAREFULLY

3

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.

BE SPECIFIC, PROVIDE EXAMPLES

2

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