



PrideUniversity

Conducting Constructive Feedback Sessions

Manager Checklist



Conduct an Open Discussion

- Why am I delivering this feedback? Am I ready to provide feedback that will help the employee?
- How can I foster an open and positive discussion?
- How can I make employees feel comfortable during the feedback discussion?
- Have I allowed the employee to discuss his/her performance weaknesses with me?
- Have I allowed the employee to give his/her perspective?
- Have I listened to the employee's perspective and incorporated it into my analysis of the situation?

Conduct an Evidence-Based Discussion

- Can I identify specific examples of the employee's performance issue? How can I describe the impact of those behaviors on the team and business?
- Is the employee's performance issue a part of a pattern in his/her performance levels? How can I explain this to him/her?
- Can I identify clear examples of the employee's performance strengths?
- Have I explained how the employee's strengths positively impact his/her performance?
- How can I explain the consequences for the team and organization of not meeting performance standards?

Conduct a Forward-Looking Discussion

- What tangible next steps can I provide to the employee to address the performance weakness?
- How can I motivate the employee to avoid future mistakes? What is the outcome if the employee changes his/her behavior?
- How can the employee use his/her personality strengths to improve performance weaknesses?
- Have I worked with the employee to identify next steps for resolving consequences of mistakes?