

EVALUATING A FEEDBACK CONVERSATION

Maximize the effectiveness of your feedback by taking a few minutes to evaluate how your meeting went. The following process ensures your employee feels heard, increases clarity for what was covered, and finesses your skill of leading these important conversations. Reflect on each line below and consider what you did well and where you might improve. Use the notes section for reminders and action items regarding your employee's performance (or your own).

FEEDBACK COMPONENT	COMPLETE	FOLLOW-UP NOTES
I prepared properly: selected the right meeting spot, minimized distractions, and set a positive tone.	<input type="checkbox"/>	
I ensured confidentiality for what we discussed.	<input type="checkbox"/>	
We agreed on what the employee is accountable for.	<input type="checkbox"/>	
I expressed the positive impact this employee has on the team and overall organization.	<input type="checkbox"/>	
We identified specific behaviors for this employee to improve.	<input type="checkbox"/>	
We mutually agreed on next steps for improvement regarding behavior, performance, or attitude.	<input type="checkbox"/>	
We discussed this employee's personal and professional goals.	<input type="checkbox"/>	
I demonstrated active listening and expressed curiosity.	<input type="checkbox"/>	
I validated and showed understanding.	<input type="checkbox"/>	
If I did not understand something, I asked questions rather than making assumptions.	<input type="checkbox"/>	
I solicited their feedback on my performance as a leader.	<input type="checkbox"/>	
I expressed my appreciation for their commitment going forward.	<input type="checkbox"/>	
We set clear expectations for what should happen before our next meeting.	<input type="checkbox"/>	
We scheduled a follow-up meeting to ensure open lines of communication.	<input type="checkbox"/>	