

HOW TO GIVE FEEDBACK: STYLE

Content and delivery are important parts of effective feedback. Use this questionnaire to assess the way you give feedback to others.

The feedback I give is/are...

	Very much	Somewhat	Neither	Somewhat	Very much	
Delivery						
Consistently applied across all teams						Inconsistently applied across all teams
Tied to organizational outcomes and/or individual's goals						Uncoupled from organizational outcomes and/or individual's goals
Fair and unbiased						Favors specific individuals or groups
Human						Leads with depended on technologies
Timely						Delayed
Tailored and responsive to receiver's style						Ignores individual's style and preferences
Tied to action or follow-up						Not tied to action or follow-up
Message Content						
Identifies behaviors						Calls out traits or personality
Specific						Vague
Supportive						Unsupportive
Neutral facts						Personal interpretations of the situation (criticism or praise)
Is focused on what is in the receiver's control						Is focused on what is out of the receiver's control
Process-focused						Outcomes-focused

Reflection Questions:

1. What is your assessment of how you give feedback?
2. Where are your strengths? (Look at the items on the left side of the page.)
3. Where can you improve? (Look at the items on the right side of the page.)