

## Maximize Feedback Opportunities

On the spot feedback creates an atmosphere of continuous improvement by keeping the lines of communication and collaboration open. Preparing for your one-on-one discussions will help you to feel confident that the conversation will be productive. Keep the feedback factual and retain a copy to document performance so there will be no question as to the year-end rating received. Share the responsibility of tracking performance with your team. (use the template below to get you started)

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## Performance Feedback Conversation

Date:

Team member:

- Recognition

How did they go above and beyond?

How did they contribute to personal or corporate goal?

How did they save the department /company money?

What competencies were demonstrated?

What strengths were demonstrated?

Who else noticed?

- Would be even better if . . .

What did you learn from this experience?

What would you do differently next time?

How might you develop even more . . . confidence, competence, skill, ability, in this area?

What's your back-up plan?

Stakeholders involved:

Specific Situation:

Goal(s)

Time frame:

When will they start?