

Preparing for the Feedback Conversation

Instructions: Choose an employee to whom you want to give feedback and then answer the following questions.

Employee's Name:

1. What is the specific behavior or incident(s) and time period that you want to discuss with the employee?
2. What was the impact of the behavior/incident on you and/or others?
3. What do you think is the cause(s) of the performance issue?
4. What data do you have to support your assessment?
5. What would be a successful outcome of the feedback conversation?