

FEEDBACK

Step 1

Name the issue.

Describe the issue you've observed in a short sentence.

Step 2

Give examples.

Step 3

State the impact of the behavior on you and/or others.

When it makes sense, probe for reasons why.

Step 4

Recommendations or Expectations

Make a recommendation or clearly describe your expectations moving forward.

Step 5

Follow Up

Follow up after an appropriate interval of time if its constructive or corrective feedback.