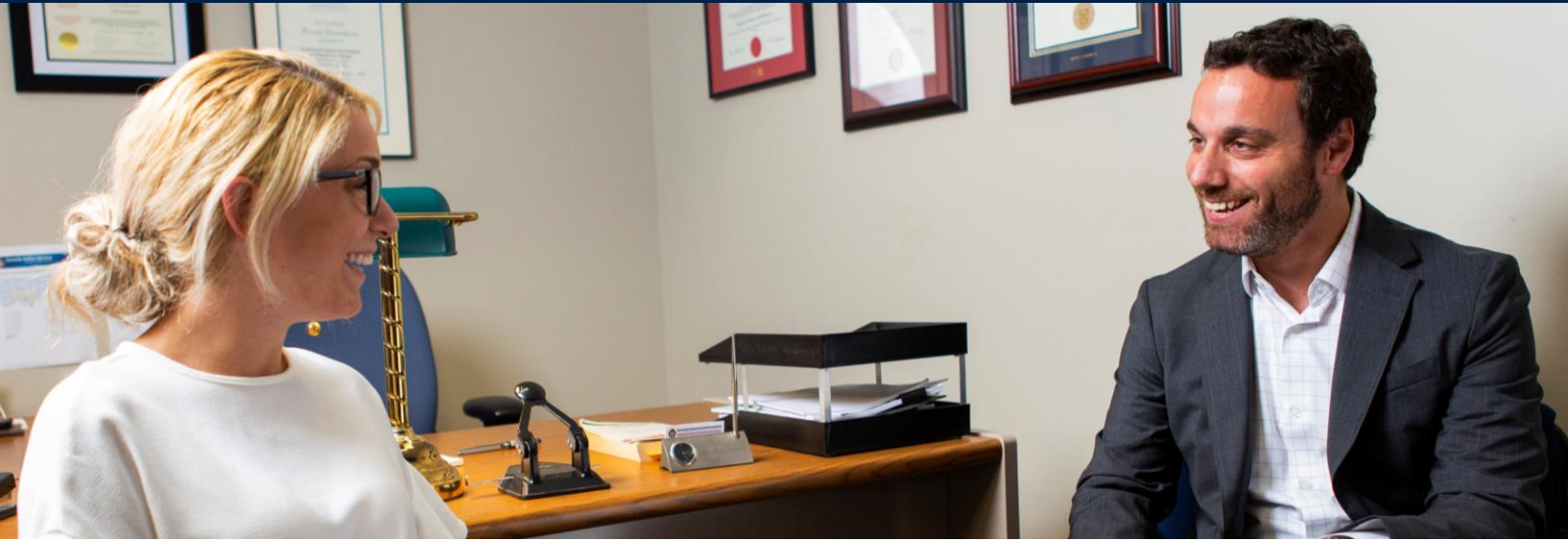


GIVING CONSTRUCTIVE FEEDBACK

SELF-ASSESSMENT



Complete this quick survey to determine how you are doing at giving constructive feedback. Read each statement. Then circle the number that best describes how you approach feedback.

When giving constructive feedback to others, I make a conscious effort to:

	Almost Never	Seldom	Sometimes	Usually	Almost Always
1. Prepare myself for the feedback discussion	1	2	3	4	5
2. Give feedback promptly, avoiding bigger problems later	1	2	3	4	5
3. Deliver feedback directly to the person involved, instead of talking to others	1	2	3	4	5
4. Consider the timing of the conversations so that full attention can be paid to the discussion at hand	1	2	3	4	5
5. Make my positive intentions clear to the other person	1	2	3	4	5
6. Identify a common goal the feedback will address	1	2	3	4	5
7. Use a few facts and specifics to describe the situation	1	2	3	4	5
8. Focus on the behaviours and actions instead of judgements and generalizations	1	2	3	4	5
9. Limit my feedback to one important issue instead of covering many topics at once	1	2	3	4	5
10. Explain the impact of the situation briefly and objectively	1	2	3	4	5

Add the numbers you circled for items 1-10, and place the total here _____.



When giving constructive feedback to others, I make a conscious effort to:

	Almost Never	Seldom	Sometimes	Usually	Almost Always
11. Ask questions to encourage the other person's response	1	2	3	4	5
12. Listen openly to what the other person has to say	1	2	3	4	5
13. Acknowledge and listen calmly to any challenging responses	1	2	3	4	5
14. Summarize the other person's key points to show interest and confirm understanding	1	2	3	4	5
15. Discuss possible solutions and next steps	1	2	3	4	5
16. Change my own behaviour to help solve the problem	1	2	3	4	5
17. Ask for the specific help or change I want	1	2	3	4	5
18. Avoid coming across like an expert when making suggestions	1	2	3	4	5
19. Agree on what will happen next	1	2	3	4	5
20. Manage my own expectations about what it will take to put a solution into place.	1	2	3	4	5

Add the numbers you circled for items 11-20, and place the total here _____.

INTERPRETING YOUR SCORES

Items 1-10 relate to setting the tone for a constructive feedback conversation. They can influence how the rest of the conversation goes and are critical to opening the door to problem solving.

What are your key strengths in this area?

What skills could you strengthen?



Items 11-20 relate to how you encourage the other person's involvement and help move the conversation toward finding solutions.

What are your key strengths in this area?

What skills could you strengthen?

SCORING KEY

Combined score for statements 1 – 20:

Scores of 40 and above indicate an overall area of strength. Look back at any scores of three or lower to target opportunities to fine tune your skills

Scores of 30 – 39 indicate an overall area of opportunity to strengthen your skills

Scores below 30 indicate an area that needs attention right away.

Looking at your total scores for items 1 – 10 and 11 – 20, are stronger in setting the tone for a feedback conversation or in moving the conversation to finding solutions?

Source: [Mind Tools](#): "How good is your feedback?"

