Feedback Worksheet (Employee)

Name:	Title:

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1. Describe the specific behaviors that require feedback.

2. Identify specific scenarios or situations where these behaviors were demonstrated.

3. Describe the effects and consequences that these behaviors may have on outcomes or people.

4. Identify alternative and more effective behaviors while working together. (You may omit if giving positive feedback.)

End the conversation by reiterating your agreements and next steps.
Set up a follow up meeting to provide feedback and support positive behaviors.

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