



**THIS FEEDBACK IS FOR...**

**HERE'S WHAT I NOTICED ...** (describe the **S**ituation and the specific **B**ehavior)

**THIS WAS THE IMPACT ...** (describe the positive or negative **I**mpact of this behavior)

**MY SUGGESTION FOR NEXT TIME ...** (what behavior should **C**ontinue or **C**hange, and why?)

**THIS FEEDBACK IS FROM...**

# FEEDBACK GUIDELINES



*Throughout this week, you are expected to offer both appreciative and constructive feedback to one another. Please use the format on the opposite side of this card to provide written feedback. Be sure to sign your name at the bottom of the form and personally deliver it to the feedback recipient.*

Be specific in your feedback and follow the SBIC Model

Be prepared to clarify your feedback, should the recipient approach you with any questions

Offer any especially sensitive feedback in-person and confidentially

Feel free to solicit feedback from others and remember to receive it in the spirit of openness and curiosity