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Assess the Effectiveness of your Feedback

	Yes	No	Unsure
Does your feedback leave the employee feeling enthusiastic, confident, and planning to improve him/herself even more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give feedback as soon after the event as is possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback stated in specific terms rather than vague general ones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback directed at behaviour/performance rather than personalities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback an observation of events rather than a labelling or emotional judgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use the coaching style instead of put-downs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set the scene for any negative feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When giving negative feedback, do you take them aside and discuss any issues in private?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you relate to the person as a partner in their development process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you are giving feedback do you relate it to their personal objectives and general goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your feedback always relate to things over which they have control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give more positive than negative feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give feedback in a non-threatening manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give feedback in a non-judgemental manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback specific and objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback direct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use "I-Statements" when giving feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give the receiver an opportunity to solve his/her problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>