

How to give feedback [template]

Cheat sheet

- Why did you decide to give the feedback? What is your purpose behind giving constructive feedback?
- When and where did the situation take place?
- Can you describe what happened with specific examples?
- What is your assessment of the situation? What would you have done differently?
- What is your recommendation for the next steps?
- Why do you believe that your recommendations are suitable?

How to give feedback: 5 steps

1. Clarify intent

Why did you decide to give the feedback? What is your purpose behind delivering the feedback?

We should provide feedback because we care about the individual, and we want them to improve, grow, and succeed. The person receiving the feedback must know that it is well-meaning, legitimate, and coming from a place of genuine care.

★ **Action:** Begin your feedback by expressing your intent & purpose.

2. Provide context

When and where did the situation take place?

Vague feedback without any context of the 'when' and 'where' of a particular situation might be perceived as a personal attack or judgment.

Regardless of whether you are giving positive feedback or delivering a tougher message with negative feedback, you should always provide the full context of the situation to make it concrete.

★ **Action:** Provide context to give directed and concrete feedback.

3. Describe the situation

Can you describe what happened with specific examples?

A lack of a detailed explanation of the situation with specific examples will make it challenging for the receiver to interpret feedback, which may lead to ineffective action.

★ **Action:** Describe the situation using specific examples.

4. Share an opinion

What is your assessment of the situation? What would you have done differently?

The first three steps help us to establish our purpose and the facts associated with the situation without any personal assessment of it.

In step 4, you provide your honest opinion and assessment of the situation. Your opinion can be established upon facts or on your own perception about the event; however, the essential element is to share a detailed reasoning behind your opinion.

★ **Action:** Give your honest opinion on the situation.

5. Recommend next steps

What is your recommendation for the next steps? Why do you believe that your recommendations are suitable?

Critical feedback without an action plan for the next steps can feel limiting and confusing. A clear outline of your recommendations makes it simple for the receiver to take actionable steps from the feedback process.

Describing the reasoning behind the proposed next steps will equip the receiver to get the much-needed insights and feel empowered to make an informed decision on the recommendations.

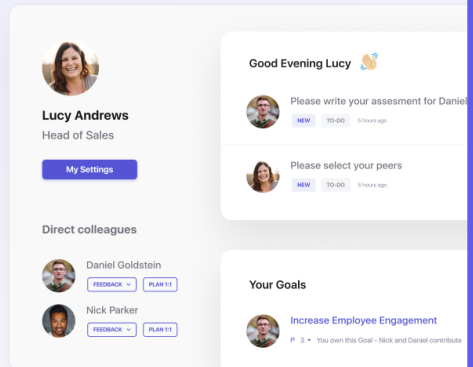
★ **Action:** Present clear recommendations for the next steps and explain the reason behind them.

Additional learning resources

- [21 employee feedback examples & the right way to use them](#)
- [How to give constructive feedback to employees](#)



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