

# Checklist for Effective Feedback Meeting

## Prior to the Feedback Meeting

- What is the duration under review?
  - Week
  - Month
  - Quarter
  - Not Applicable
  
- What is the status of the project/task?
  - Yet to start
  - In-progress
  - Completed
  - Abandoned
  
- How has the performance been so far?
  - Poor
  - Satisfactory
  - Excellent
  
- Details of the work done in the specified duration

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- Opinion of team mates about the subject's performance (if required)

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- Direct manager's observations on the subject's performance (in most cases this would be you)

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Pro-tips:

- Do not consider previous performance while judging current performance
- Leave aside all [psychological biases that affect performance reviews](#)
- Do not be influenced by any other team mate's opinions
- Ensure a neutral environment by conducting meeting in a separate cabin
- Make sure tone of your discussion is neither too harsh nor too soft

## □ During the Feedback Meeting

- Ask for an honest self-assessment from the team member

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Pro-tip:

- Keep in mind that what you may think as slow & tedious may appear diligent & meticulous to the employee. Be empathetic & listen carefully to what is being said.

- Share your observations on her performance

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Pro-tip:

- Focus on performance not personal traits

- Does she require any training/development workshops?

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Pro-tip:

- Ask her if she needs any training for mastering certain skills that could increase performance. If she is not sure or is unable to comprehend its benefit, show her how she can make use of such an opportunity to climb the ladder of success.

- Does she require any training/development workshops?

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- Ask her as to how you could be more helpful?

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Pro-tip:

- The employee may feel intimidated while asking for help. Take initiative & ask her how you can be more helpful. Offer guidance they may need or help overcome obstacles that are prohibiting her from reaching the full potential.

## □ After the Feedback Meeting

- Summarize the feedback you have given as well as received from the employee

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- Document an action plan

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- Request feedback on your feedback

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**Pro-tip:**

At set intervals, follow up to see how the employee has progressed so far and if there are any deviations from the action plan.