

Employee Feedback Checklist

Here's the scenario: One of your better employees seems to have lost his edge — and because he's always been reliable and energetic, you want to get him back on track.

A little positive direction and concrete, actionable feedback can help him regain solid footing. His continued success will depend on how effective your feedback is in turning his sagging performance around.

If you've got more than one issue to resolve with the employee, then you likely need a more in-depth meeting. Set aside time to focus on the employee. If it happens to be time for a regularly scheduled review, all the better. Just don't put it off.

And remember: This isn't a conversation you want to wing.

[Before meeting, use this Employee Feedback Checklist of problem items and action ideas.](#)

Make notes on all of the points below you need to include. This will keep your feedback specific and ensure you cover the necessary points to help your employee get back on track.

Employee Feedback Checklist

Questions about employee/job position (check all that apply):

- Has something about his job position changed which could account for poorer performance?
- Has the employee outgrown the position, or has the position changed significantly?
- Are there outside issues (e.g., recent illness) that can be quickly addressed?
- Have you been paying less attention to his projects/team as a whole?
- Do you believe the employee can make the changes needed?
- Does the employee need updated training?

Questions to ask employee (check all that apply):

Poor job performance could be due to problems at home or work, being overwhelmed, not enjoying the work, changes in goals and interests, burnout, etc. So the more context you can develop, the better feedback can be effectively framed.

- How has your workload felt recently? Too much, not enough, or OK?
- How do you think [problem project] is going?
- What do you find most challenging in your role? How have you tried to handle that?
- How would you rate your work on the last [project/task/etc.]? Why that rating?
- What do you enjoy least in your role? What do you enjoy most? Why?
- Are there areas where you feel you could improve?

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Patterns of concern (check all that apply):

Does the employee exhibit ongoing concerns?

- Pattern of lateness
- Pattern of resistance to authority
- Pattern of problems working with others
- Pattern of uncorrected mistakes
- Pattern of misunderstanding directives
- Pattern of disinterest in making needed improvements
- Pattern of issues with work/life balance (abusing time off, etc.)
- Other _____

Tasks/responsibilities of concern (check all that apply):

Be specific and comprehensive:

- What are recent examples of underperformance?

- What specific tasks did employee deliver poor work on?

- What specifically was wrong with the work?

- What is employee doing that your best people aren't?

- What is employee not doing that your best people are?

- Does employee's performance affect the team? How?

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Impact issues for team/department (check all that apply):

Assess how their work affects the output of your team.

- Attention to detail has dropped
- Attention to deadlines/promptness has dropped
- Attention to prioritization has dropped
- Work is becoming increasingly sloppy/undone/incomplete
- Work output has affected team output negatively
- Other _____

Important next steps to take (check all that apply):

- Have employee summarize ideas/thoughts from meeting in writing (500 words or less)
- Establish what you expect employee to do by next time you meet
- Write up report of changes discussed
- Email summary report and have all parties involved sign
- Discuss meeting with HR/other team members if needed
- Agree to a timeline/schedule for changes to be started or implemented
- Designate time/day for follow-up meeting
- Other _____