Assessment:
How Would You Rate Your Feedback?

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Below are 13 statements assessing how you might approach, and give, feedback.

Rate yourself using the scale. Give yourself 1 point for Never, 2 points for Sometimes, etc.

Then total up your scores on the next page.

1=Never / 2=Sometimes / 3=Often / 4=Always

1. I recognize the need to give critical feedback before bad behavior worsens.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

2. I make sure I know employees' job descriptions and responsibilities before I launch into critical feedback.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

3. I try to give positive feedback at the same time as I offer critical feedback.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

4. I let employees explain why their performance was lacking before I give critical feedback.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

5. I stick to facts and examples when offering critical feedback.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

6. I avoid using gossip or hearsay when assessing a problem during feedback.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

7. I prepare for the possibility that an employee won't take my criticism well.

    ❒ 1 ❒ 2 ❒ 3 ❒ 4

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1=Never / 2=Sometimes / 3=Often / 4=Always

8. I prepare for how to respond if an employee argues or gets defensive.

❒ 1 ❒ 2 ❒ 3 ❒ 4

9. I feel comfortable providing critical feedback to other managers and peers.

❒ 1 ❒ 2 ❒ 3 ❒ 4

10. I look for ways to build up employees even when giving negative feedback.

❒ 1 ❒ 2 ❒ 3 ❒ 4

11. I approach a problem with an employee as something I can help them solve.

❒ 1 ❒ 2 ❒ 3 ❒ 4

12. I encourage employees to find their own solutions to improve their performance.

❒ 1 ❒ 2 ❒ 3 ❒ 4

13. I follow up on the feedback provided and assist with solutions when I can.

❒ 1 ❒ 2 ❒ 3 ❒ 4

Your Score:

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If you scored 52, then you're pretty much perfect.

If you scored 13, you're not doing so well. This Blueprint on Employee Feedback will help you improve your feedback skills.