Constellation Group
Feedback Tips

DO'S

- **Be Specific and Clear**: Clearly state the situation or behavior that you are giving feedback on, using specific examples.

- **Express Impact**: Explain how the action or behavior affected you, the team, or the outcome, providing context for the feedback.

- **Be Constructive**: Focus on actionable feedback that can help the individual grow and improve.

- **Encourage a Two-Way Conversation**: Allow the recipient to share their thoughts, ask questions, and clarify any points.

- **End on a Positive Note**: Reinforce strengths and acknowledge progress: "Last week, you took the initiative to help the team with their workload, which improved our productivity. I encourage you to keep showing that leadership."

DONT'S

- **Avoid Personal Attacks**: Focus on behaviors and outcomes, not the individual's character or personality.

- **Don't Generalize**: Avoid vague statements like "You always…" or "You never…", as they can be counterproductive.

- **Don't Overwhelm with Too Much Feedback**: Don't list every issue at once. Instead of, "You missed deadlines, had formatting issues, and didn't communicate" address one issue at a time.

- **Don't Give Feedback Publicly**: Ensure feedback is given in a private, respectful setting to avoid embarrassment.

- **Don't Forget to Provide Suggestions for Improvement**: Don't just say "The presentation was boring," say "Consider using more visual aids to engage the audience."