

## **EMPLOYEE FEEDBACK**

Feedback. It's important and you know it. But it's not just a drop in the bucket, there is a proper way of providing feedback consistently that will produce fruitful results. We have identified different ways you can offer employee feedback it's immediate and will get you the outcome you need.

### **1. Be Very Specific**

Employee feedback should be task-focused, crystal clear, and to the point.

### **2. Don't Wait for a Quarterly Review**

Another flaw in the quarterly process is that problems will be forgotten by the time the review comes around. Daily or weekly reviews will make tracking and analyzing a colleague's work much easier and feedback will be up to date.

### **3. Make it one-on-one**

Don't criticize publicly – ever. Allow the opportunity of feedback without a face-to-face meeting as it can make it easier for a person to say what they really think.

### **4. End on a Positive Note**

Helping someone to improve should always be the goal of constructive criticism and going back over past mistakes in your closing comments will leave them with a negative impression of the meeting.

### **5. Use the 3×3 Method**

Consider asking your managers to provide three strengths and three areas of potential development in all feedback meetings.

Keeping your ideas on improvement and strengths succinct (and limiting their number) means that it's more likely your employee will remember them all. They will likely see your comments as a challenge to improve rather than an effort by you to flatten their ego.

### **6. Focus on Individual Efforts**

## **7. Employee Feedback Goes Both Ways**

Evaluation is tough and it takes a lot of thought and care to do it properly. Therefore, make sure you give your employee the opportunity to speak up in your meeting or get in touch with you about it afterwards.

Effective employee feedback you'll have a motivated and focused workforce; and you and your employees will benefit from working in an open and more communicative environment.

The satisfaction gained from an increase in productivity and your team working together like a well-oiled machine will make the effort expended on your regular feedback sessions entirely worthwhile.