Positive Feedback

NAME   DATE

Discussion Objectives: Discuss the objectives below and note the answers and observations that result from your conversation. Use the insight gained to identify opportunities for performance improvement or professional development. Agree on follow-up activities.

A. The job responsibility, specific task, or area of performance that is the subject of this feedback…

B. The observed behaviors related to this subject…

C. To underscore the benefits of the employee's action, discuss the following…

- Impact on colleagues, customers, department operations, and/or UIC

Notes

Positive Feedback: Tips for Supervisors

Discussion Objective

Recognize effective, great, or improving behavior or performance through acknowledgement to reinforce positive activities.

Providing praise is one of the best motivational tools a supervisor has. Noting good performance or behavior and documenting the conversation provides several benefits. For the employee, it lets the employee know that their supervisor values their work and notices when they do something well. For the supervisor, this lets the employees know you are paying attention, you are aware of their efforts, and you value their contribution in the workplace.

Begin By Stating The Goal

Every *Positive Feedback* conversation should begin with an explanation of the purpose. Be clear when you are ready to begin, i.e., "We are here to discuss…"

This conversation can be short and direct. Refrain from addressing opportunities for additional performance improvement. Just deliver the praise and thank the employee for his or her contribution.

Conversation Preparation

- Gather any facts and documentation that substantiate the employee's achievement

- Examples of work product

- Noted behaviors (what, when, where, who was involved)