



Best Practices for Requesting Feedback

Performance Reviews



Use a collaborative and transparent approach.

Before initiating a request for feedback, have a conversation with the employee about the feedback process, and why you want to use it. Invite the employee to also provide the names of individuals from whom they would like to receive feedback.



Provide guidance.

When requesting feedback, be clear about the type of feedback you want. Ask for feedback that is based on observable behavior. An example of a helpful feedback prompt is, "Please describe your personal observations of (employee's) strengths and areas for development related to their ability to manage their workload." This is specific enough to yield actionable information and encourages the person providing the feedback to cite actual examples and behaviors.



Prepare for the unexpected.

You may receive unanticipated information, and you should be thoughtful about what you intend to do – or not do – regarding the feedback. When in doubt, you may want to have a conversation with your supervisor or HR Unit Representative.



Own the feedback.

You 'own' the feedback. You should only use what really fits with your overall understanding of the employee, and things you have previously discussed with them. Feedback outside of what is already known might be something to pay attention to and set goals on if appropriate. It is not necessary to share all the feedback that you receive, and you should reword comments and make them your own unless you have informed the responders that their comments will be shared in their entirety.



Use professional judgment.

Feedback should supplement your knowledge and must be used with good judgment. Other things to consider include the intent of the person giving it, the validity of the comments, and understanding of the context/work environment.



Utilize your resources.

If you have questions about how to ask for and utilize feedback, reach out to your supervisor, your HR Unit Rep, or [Sean Hesler](#), in University HR.

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