

Constructive Feedback

- *What is it?*
 - As opposed to negative feedback, constructive feedback identifies areas of weakness whilst also providing alternative actions that could improve these areas.
- *Examples:*
 - Situation & Response:
 - The employee creates a presentation with a lot of slides, and the slides have a lot of information on them.
 - Thank you for showing initiative and preparing a presentation, but there is room for improvement. Maybe decrease the number of your slides by seeing what information is redundant or could be consolidated into a single slide. Also, you might want to decrease the number of words on each slide. Each bullet point should include only what is necessary and critical, so maybe highlight what you believe fits into that category and any other information you can put in your speaker's notes.
 - Situation & Response:
 - The manager includes their personal thoughts in their performance review of another employee.
 - Your feedback on this employee was beneficial in evaluating their public speaking ability. However, some of your feedback includes non-work-related issues, so I would suggest you filter out these opinions and just keep the performance review focused on work-related activities.
 - Situation & Response
 - The employee consistently arrives late for work.
 - Thank you for coming into work today. However, you keep arriving late. Maybe in the future gauge the traffic on the road and then establish a departure time that allows for you to arrive at work on time.

Work Cited

Act for Youth. *Act for Youth Website*, 9 November 2017, <https://actforyouth.net/resources/supervisors/positive-constructive-feedback.pdf>. Accessed March 2024.