

# Effective Feedback Cheat Sheet

## Before the meeting

- Determine the purpose of your 1-on-1**  
*Is this meeting to help an employee with their development? Get to the bottom of poor performance? Praise work on a project? Bring specific goals.*
- Gather evidence**  
*Be ready to support both positive and negative observations with clear examples.*
- Open communications**  
*Let your employee know they can bring their own questions.*
- Make the time**  
*Set aside enough time for the scheduled meeting, let team members know you are not available at this time so your employee has your full attention.*

## During the meeting

- Ask for your own feedback**  
*Ask if there is anything you can do (or stop doing!) to help your employee achieve their short term and long term goals.*
- Inspire self-reflection**  
*Encourage your employee to give more detail by asking reflective questions.*
- Be specific**  
*As you offer critique or praise, stick to the clear behavioral examples you prepared.*
- Be sure to let your employee know you believe in them!**  
*Criticism from a manager can feel like a sign of failure. Be clear that you're offering critique as a pathway to improvement.*

## After the meeting

- Continue coaching**  
*Praise continuing good performance or good new habits. If you see a slip into old behavior, use plans set in the 1-on-1 as a reminder to get back on track.*
- Follow through on your commitments**  
*As you complete actions you promised your employee, let them know to build trust.*
- Keep it up!**  
*A consistent 1-on-1 cadence builds a culture of accountability from all levels, from leadership, to team leads, to interns.*