

Effective Feedback

Brought to you by the Diversity Advisory Committee

In addition to the yearly evaluation, regular feedback on job performance is important:

- Make sure you have the right person on the job.
- Set clear expectations.
- Follow-through when expectations are not met. Offer clear and concise feedback.
- Offer positive reinforcement when expectations are met.

Work from a basis of respect for each person; it is important to understand causes of why something isn't working and apply effective solutions. Determine individual, social, and systemic barriers to optimum performance and seek to remove the barriers.

Non-constructive feedback like yelling at people working on a project or humiliating them in public is never helpful.

