



## Providing Feedback

Providing constructive feedback is vital to employees' ongoing development. Feedback clarifies expectations, helps people learn from their mistakes, builds confidence, and is an important factor in developing professional experiences. This document outlines some tips on how to give effective and constructive feedback to your employees.

If you are experiencing a serious employment problem, you have support resources available to you. Please view the [GW Human Resources Policies](#). Get in touch with your department's [HR Representative](#) as well as Student Employment if you would like to speak about the issue.

### What Is Feedback?

Feedback from an employer is helpful information or constructive criticism about an action, task, or behavior of the employee. It is communicated to the employee who can use that information to adjust and improve future actions and behaviors. The intention of feedback is for the person receiving it to be able to use it to improve their performance. It is not intended to denigrate or shame someone for their mistakes.

### Why Is Feedback Important?

- **Feedback can be motivating:** By asking for feedback, it can motivate employees to perform better. Employees like to feel valued and appreciated, so anything you do to help them grow will be impactful.
- **Feedback is a tool for continued learning:** Continued feedback is important across the entire team, department, and organization in order to remain aligned to goals, create strategies, develop products and services improvements, improve relationships, and much more. Continued learning is the key to growth.

### Tips for Providing Feedback

- **Time and Place:** Whether the feedback is positive or constructive, make sure it's private so you can have an open and honest conversation. Pick a time when you and your employee have enough availability to not feel rushed and take your time talking together.
- **Be Specific:** Vague feedback is not productive. Make sure you prepare some specific examples of the behavior you observed. Explain the effects it has had on you and/or the team. By providing clear suggestions as to how the employee could continue perform well or do things differently will help foster a positive relationship with the employee for the future.
- **Motivate Through Trust:** Showing that you trust your employees can help motivate them to do the best at their position. It can also make them more receptive to your feedback if you are able to build a positive and trusting employer / employee relationship.
- **Personalize:** People don't always react the same way to feedback, and there is no one way to give feedback that will work the best for everyone. Think through how your employee will best receive feedback.

### More Resources:

[HR Central: The Importance of Feedback in the Workplace](#)

[Snap Surveys: 5 Reasons Why Feedback is Important](#)

[OPM: Performance Management](#)