

Sample Feedback Template



We're big fans of feedback—giving feedback to one another, asking for it from our colleagues and customers, and receiving feedback on the things we make and the way we make them.

Below is a sample template that we use in our weekly feedback one-on-ones (we call them Feedback Fridays to round out the week with some food for thought). We find these most useful with direct reports or team members who work closely together on a daily or weekly basis, but we encourage you to use this framework however it best suits the needs of your team.

How This Template Works

Two Rows, Two Columns:

- Each person fills out their own row, complete with feedback for themselves, the person they're speaking with, and the greater team at large.
- Each column covers both positive feedback as well as critical feedback on places of improvement.
- By tracking this feedback week-to-week, we're able to reinforce the things that are working well, hold each other accountable for the things we're working on, and over time, seeing how far we've come.

Feedback Frequency:

- Regular feedback can solve a lot of potential headaches well before they snowball out of control. If you're checking in weekly, monthly, or quarterly, everyone will have a better understanding of what problems need to be solved, faster.
- Regular feedback also helps ease minor frustrations we might have early while celebrating the little wins week-to-week. (Goodbye for now, impostor syndrome!)
- Giving and receiving feedback is a difficult-to-master communication tool that helps you build better working relationships faster. (Another great idea? Using a ["How to Work with Me" User Manual](#).)

Best Ways to Frame Feedback:

- **Situation:** Describe the situation. Be specific about when and where it occurred.
- **Behavior:** Describe the observable behavior. Don't assume you know what the other person was thinking.
- **Impact:** Describe what you thought or felt in reaction to the behavior.
- **Intent:** Ask about the person's original intentions. Don't assume impact equals intent. Seek to understand.

"Feedback Friday" Form

Date: 01/01/22

Name	What's going well with . . .	How can I/we level up?
Employee #1	<div>The Team: [Insert feedback here]</div> <div>Employee #1: [Insert feedback here]</div> <div>Employee #2: [Insert feedback here]</div>	<div>The Team: [Insert feedback here]</div> <div>Employee #1: [Insert feedback here]</div> <div>Employee #2: [Insert feedback here]</div>
Employee #2	<div>The Team: [Insert feedback here]</div> <div>Employee #1: [Insert feedback here]</div> <div>Employee #2: [Insert feedback here]</div>	<div>The Team: [Insert feedback here]</div> <div>Employee #1: [Insert feedback here]</div> <div>Employee #2: [Insert feedback here]</div>