

## Self-Assessment: Giving and Receiving Feedback

	Often	Sometimes	Rarely
1. I pick an appropriate time and place to give feedback.			
2. I keep my emotions in check, remaining calm and keeping my voice even.			
3. I provide specific, detailed information about a person's behavior or performance.			
4. I explain the impact the actions are having on the team or organization.			
5. I really listen to the response of those receiving my feedback			
6. I clarify my expectations if there is any confusion about the behavior in question.			
7. I remember to thank and encourage the receivers of my feedback.			
8. I provide input as needed in developing an action plan for meeting behavioral or performance goals.			
9. I focus on the steps of the feedback process to keep the dialog on track.			
10. I try to understand feedback from the other person's point of view and preferred communication style.			
11. I truly listen to what feedback givers are saying.			
12. I keep feedback in perspective and don't overreact.			
13. I try to learn from all feedback, even if it is poorly given.			
14. I am willing to admit to and learn from questions about my performance or behavior at work.			
15. Rather than avoiding feedback, I attempt to turn every feedback session into a useful encounter.			
16. I accept redirection and reinforcement rather than denying them.			
17. I accept responsibility for my role in achieving individual, team, and organizational goals.			
18. I accept responsibility for searching for solutions to performance and behavioral problems that threaten goals.			
19. I accept responsibility for keeping my emotions in check during feedback discussions.			
20. I am committed to listening and learning in all feedback situations.			

\* Source: <http://webconceptsunlimited.com/Samples/GivingandReceivingFeedbackParticipantGuide.pdf>

Often: 3 points

Sometimes: 2 points

Rarely: 1 point

52 – 60 points: Advanced

31 – 51 points: Proficient

20 – 30 points: Developing