

Assessing your Current Feedback Skills

To help you identify skills you would like to improve, here are two self-assessment to evaluate your current feedback skills – one for giving and another for receiving feedback.

How Well Do I Give Feedback?

This self-assessment will help you measure your current skills in giving feedback. For each statement, check “rarely”, “sometimes”, or “often” to indicate how consistently you use the described behavior.

	Rarely	Sometimes	Often
1. I pick an appropriate time and place to give feedback.			
2. I keep my emotions in check, remain calm and keep my voice even.			
3. I provide specific, detailed information about the behavior or performance.			
4. I explain the impact the actions are having on the team or organization.			
5. I really listen to the responses 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 dialogue on track.			
10. I try to understand feedback from the other person’s point of view and preferred communication style.			

Giving feedback is only half of the story. Take a moment to assess your skills as a feedback recipient.

How Well Do I Receive Feedback?

This self-assessment will help you measure your current skills in receiving feedback. For each statement, check “rarely”, “sometimes”, or “often” to indicate how consistently you use the described behavior.

	Rarely	Sometimes	Often
1. I truly listen to what feedback givers are saying.			
2. I keep feedback in perspective and don't overreact.			
3. I try to learn from all feedback, even if it's poorly given.			
4. I am willing to admit to and learn from questions about my performance or behavior.			
5. Rather than avoiding feedback, I attempt to turn every feedback session into a useful encounter.			
6. I accept redirection and reinforcement rather than denying them.			
7. I accept responsibility for my role in achieving individual, team and organizational goals.			
8. I accept responsibility for searching for solutions to performance and behavioral problems that threaten goals.			
9. I accept responsibility for keeping my emotions in check while receiving feedback.			
10. I am committed to listening and learning in all feedback situations.			

How Did You Score?

If you answered most of the questions with “often”, your skills for giving useful feedback and receiving feedback effectively are well developed.

If you answered several questions with “rarely” or “sometimes”, your feedback skills could probably use some further development.