



## Performance Feedback

### Overview and Objectives:

Feedback is crucial for employee growth and development. It allows you to engage with your employees and focus on continuous improvement. By providing regular feedback, you can keep your employees on the right track and increase retention. Remember to acknowledge both positive performance and areas that require improvement.

### Key Steps:

1. Align timing with critical turnover points, such as 1 week, 90 days, 1 year, and 3 years.
2. Ask employees to reflect on their performance and identify strengths and areas for improvement.
3. Provide feedback that aligns with your key performance criteria.
4. Be specific in your feedback, using specific examples and highlighting the impact.
5. Discuss a plan for moving forward and addressing areas that need improvement.
6. Use the "Start/Stop/Continue" approach:
  - Start: Encourage employees to start doing something new or different.
  - Stop: Identify behaviors or actions that should be discontinued.
  - Continue: Recognize and reinforce positive behaviors that should be continued.
7. Consider assigning a rating if it aligns with your feedback process.

By following these steps, you can effectively provide feedback that promotes employee growth and contributes to a positive work environment.

To view the toolkit in its entirety, [click here](#)