

UAB LEARNDEV WHISPER

A Weekly Publication of Learning

Giving and Receiving Feedback

Feedback. Do you cringe when you hear the word? Too often, people view feedback as criticism. When given effectively and received positively—feedback can be another perspective that can make you better. It lets people know what's working well, where performance can be improved, and areas for growth. Regular communication can improve performance and build relationships. The idea is for managers and employees to have an engaged performance review conversation that leads to continuous feedback throughout the year.

The ultimate goal: enhancing ability, encouraging effort, and acknowledging results!

CALL TO ACTION:

Employees:

During the performance review, be open and specific with your manager. Listen to their recommendations, jot them down and act immediately.

Managers:

Take notes on what your employees relay in regards to their needs. This helps your employees feel valued and can assist them with goal-setting and department growth.

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Employees:

- ▶ Watch the video, [Give Yourself an Honest Performance Review](#) (3m 50s).
- ▶ Read The Muse article, [6 Phrases You Should have in Your Back Pocket if You Want to Ace Your Performance Review.](#)
- ▶ Read the Glassdoor article, [11 Things to NEVER Say During Your Performance Review.](#)

Managers:

- ▶ Watch the video, [Giving and Receiving Feedback Virtually](#) (4m).
- ▶ Watch the video, [Continuous, Timely Feedback](#) (2m 56s) to observe an example of giving specific, helpful feedback to improve performance.



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The University of Alabama at Birmingham

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