

CLEAR REVIEW

Feedback Circles Round Templates

Example templates for creating rounds in
Feedback Circles

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Table of Contents

Disclaimer	2
1. Start-Stop-Continue Template	3
2. SWOT Based Template	3
3. Behaviours/Competency Template.....	4
4. Manager Template.....	6

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1. Start-Stop-Continue Template

This template is ideal when someone is seeking general feedback in a view to refine their performance. The broad nature of the questions means this is suitable for sending to colleagues at various hierarchical levels.

1. What is one thing you would like me to start doing?

Question Type: Free-text

2. What is one thing you would like me to stop doing?

Question Type: Free-text

3. What is one thing you would like me to continue doing?

Question Type: Free-text

2. SWOT Based Template

This template is useful when seeking feedback to inspire personal development goal setting.

1. What would you say are my strengths?

Question Type: Free-text

2. How would you like to see me improve?

Question Type: Free-text

3. Are there any opportunities available that you think I should consider to aid my development?

Question Type: Free-text

4. Is there anything that you think I should consider that could threaten my performance or my development?

Question Type: Free-text

3. Behaviours/Competency Template

This template is designed to be used when an employee is looking for specific feedback on a list of behaviours and/or competencies. This feedback can be used to inspire both performance and personal development goals. It also includes some general feedback questions to ensure that the participant has an opportunity to provide feedback outside of the set behavioural questions.

1. How effective am I at communicating with you and colleagues?

Question Type: Single Choice

Question Answers:

- Always effective- My communication is always very clear and concise
- Mostly effective- My communication is mostly clear and concise but there are some occasions where my communication could have been improved
- Needs improvement- My communication needs improvement and you sometimes find it difficult to understand the message I am trying to deliver.

2. How well do I embody the company values?

Question Type: Single Choice

Question Answers:

- Always demonstrates the company values
- Mostly demonstrates the company values
- Needs improvement to demonstrate the company values

3. How effective am I at providing feedback?

Question Type: Single Choice

Question Answers:

- Very effective- I provide feedback in a timely manner and the tone of the feedback is clear and easily acted upon.
- Mostly effective- Generally the feedback I provide is in a timely manner and clear but there are some areas for improvement
- Needs improvement- Improvement is needed so feedback is provided timely and easily acted upon.
- N/A- I am unable to comment on this

4. How open do you think I am to receiving both constructive and positive feedback?

Question Type: Single Choice

Question Answers:

- Very open- It is clear that I actively seek feedback and have acted upon feedback when required

- Mostly open- I am mostly receptive to receiving feedback but there are still some areas for improvement in the way I react to receiving feedback
- Needs improvement- I am not very open to receiving feedback and you fear that I may react badly to feedback given

5. How well do you think I manage my time and workload?

Question Type: Single Choice

Question Answers:

- Very effective- I manage my time effectively and complete tasks to a good standard
- Mostly effective- I mostly manage my time but there are some areas for improvement around meeting deadlines and/or the quality of tasks
- Needs improvement- I often miss deadlines and/or the quality of my work is impacted due to poor time management

6. How well do you think I adapt to changing priorities?

Question Type: Free-Text

7. What is one thing you would like me to start doing?

Question Type: Free-Text

8. What is one thing you would like me to stop doing?

Question Type: Free-Text

9. What is one thing you would like me to continue doing?

Question Type: Free-Text

10. Can you share an example of a company value you think I bring to life?

Question Type: Free-Text

4. Manager Template

This template has been designed to be used for managers with their direct reports. The questions cover some key leadership behaviours as well as providing an opportunity to provide more general feedback outside of those specific competencies. It is important that managers set the scene before sending out the feedback round, employees need to understand the purpose of the feedback and be comfortable that you are open to receiving both positive and constructive feedback.

The feedback provided will allow managers to refine their performance and set goals to improve the leadership of their team.

1. How effective am I at providing feedback?

Question Type: Single Choice

Question Answers:

- Very effective- I provide feedback in a timely manner and the tone of the feedback is clear and easily acted upon.
- Mostly effective- Generally the feedback I provide is in a timely manner and clear but there are some areas for improvement
- Needs improvement- Improvement is needed so feedback is provided timely and easily acted upon.
- N/A- I am unable to comment on this

2. How open do you think I am to receiving both constructive and positive feedback?

Question Type: Single Choice

Question Answers:

- Very open- It is clear that I actively seek feedback and have acted upon feedback when required
- Mostly open- I am mostly receptive to receiving feedback but there are still some areas for improvement in the way I react to receiving feedback
- Needs improvement- I am not very open to receiving feedback and you fear that I may react badly to feedback given

3. How would you rate the quality of our conversations?

Question Type: Single Choice

Question Answers:

- Very effective- We have regular structured conversations focused on progress against goals and removal of barriers to progress.
- Mostly effective- Our conversations are mostly focused on progress against goals and removal of barriers to progress but there are some areas of improvement to improve consistency.
- Needs improvement- The quality of our conversations need improvement to ensure that they are focused on progress against goals and removal of barriers to progress

4. How effective am I at supporting you to set and work towards meaningful goals, linked to organisational priorities?

Question Type: Single Choice

Question Answers:

- Very effective- We work together to set goals which help you understand how you can support the wider organisational goals
- Mostly effective- We mostly work together to set goals but there is some improvement needed to help you understand how this supports the wider organisational goals
- Needs improvement- There is improvement needed around goal setting to ensure you feel comfortable with your goals and how they support the wider organisational goals.

5. To what extent would you rate my ability to inspire and motivate the team?

Question Type: Single Choice

Question Answers:

- Very effective- You feel that I inspire and motivate the team to achieve their goals and promote a culture of collaboration and teamwork
- Mostly effective- You have seen evidence that I do inspire and motivate the team but there are still some areas of improvement to improve motivation consistently.
- Needs improvement- There is improvement needed around inspiring and motivating the team to achieve their goals and promote a culture of collaboration of teamwork.

6. What would you say I do well in my role as your manager?

Question Type: Free Text

7. What can I improve upon in my role as your manager?

Question-Type: Free Text



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