

CLEAR REVIEW

# Feedback Circles: Email Templates

Internal communications email templates for  
launching Feedback Circles

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# 1. Template 1

## Subject: Unlocking your development with Feedback Circles - Clear Review

We have been using the Clear Review [or insert system name] system for [insert period of time].

It has been fantastic to see how you have embraced in-the-moment feedback, sharing positive and constructive feedback with your colleagues.

It has been great to see the upward trend in the amount of feedback being generated, helping us all to refine our performance goals and set new ones.

### **New Feature**

Given the success we have seen so far, we are expanding the use of the platform to include a new feature- Feedback Circles.

Feedback Circles is 360 Feedback reimagined. It will allow you to ask structured questions to your colleagues to gain a broader view of your performance and allow you to unlock the next level in your development.

### **How is this different from Feedback?**

Feedback Circles is different from in the moment feedback. Feedback itself is fantastic but is isolated to one moment in time, often a specific event. Feedback Circles allows you to gain a more holistic view over a period of time from a group of individuals.

It is best used when you have taken all of your in-the-moment feedback and refined your performance, but you now need a broader view to help focus your next steps.

### **What questions can I ask?**

Feedback Circles works with template questions. We have designed some templates to make this easy for you! We will send out further communications around how this works in upcoming weeks.

### What's Next?

- Think about if you feel that now is the right time to launch a Feedback Circle.
- Are you looking for some inspiration to unlock the next level in your performance?
- Think about the value you think you can gain from launching a feedback circle and who you may want to seek feedback from.
- Take some time to discuss this with your manager in your next check-in.

You will receive some further communication around how you can start a Feedback Circle round in the upcoming weeks.

Kind regards

## 2. Template 2

### **Subject: Tell me more about Feedback Circles - Clear Review**

Hopefully by now, you have had a think about if you are ready for a more holistic view of your performance.

Maybe you and your manager agree that now is the right time to unlock the next level of your development.

Here are some tips to get you started:

#### **How can I run a Feedback Circle?**

It is quick and easy to get started. You will now see Feedback Circles as a menu item in Clear Review.

Click here to watch a quick tour of Feedback circles :

[User Video: Feedback Circles](#)

### **Who can I ask?**

You can invite anyone in the organisation, but we encourage you to think carefully about who is in the best position to give feedback.

Think about the colleagues you engage with regularly and who is best placed to provide positive and constructive feedback to help you unlock the next level in your performance.

Remember- you should also ask for feedback from people outside of your wider team if you engage with them on a regular basis.

### **What templates are available?**

We have designed some templates to make it easier for you to get started.

[Insert a description of the templates available with a summary of when it is best used]

### **Is the feedback anonymous?**

No, the feedback provided in a feedback circle is not anonymous. It is important to us that we continue to create an open and honest feedback culture.

The results are only accessible by you but we recommend booking in time to review with your manager as part of your next check-in.

### **What should I set as a deadline date?**

This is up to you, but we recommend giving a minimum of 2 weeks. You may want to extend this if your request coincides with the holiday season.

### **How often should I run a feedback circle?**

Feedback Circles are a fantastic way in supporting you to identify development opportunities. To allow you the opportunity to review the feedback and identify and work towards new goals, we suggest that you should not run a Feedback Circle more than twice a year.

You will receive some further communication around responding to a Feedback Circle round later this week

Kind regards

## 3. Template 3

### **Subject: Responding to a Feedback Circle Request- Clear Review**

Feedback Circles is now live within Clear Review allowing you to request structured feedback for a more holistic view on your performance.

You may now be wondering how to respond to a Feedback Circle request from your colleagues.

We have collated a list of frequently asked questions to help!

#### **FAQs**

##### **How should I answer a feedback circle request?**

It is important that you are honest with your feedback. Your colleague has sent you a request because they think you are best placed to provide the feedback they need.

By being specific about what a colleague does well and how they can improve, you are helping them take their performance to the next level. You should feel comfortable with expanding on your feedback if a colleague requires further insight.

##### **Will my responses be anonymous?**

No, the feedback provided in a feedback circle is not anonymous. It is important to us that we continue to create an open and honest feedback culture. The results are only accessible to the recipient but these will likely be discussed with their manager to draw conclusions and drive improvement.

##### **Can I refuse to respond to a feedback circle request?**

If you don't feel you are in a position to respond to the request, it is best practice to let the requestor know. The individual who has made the request will be able to determine who has not responded. We encourage you to have an open dialogue if you think you should not respond or it is not appropriate for you to respond to the request.

This will allow your colleague to understand why and learn from this in future requests.

We hope you have found this helpful.

Kind regards

## 4. Template 4

### Subject: Taking the next step with Feedback Circles- Clear Review

As you know, Feedback Circles is now available within Clear Review allowing you to request structured feedback for a more holistic view on your performance.

We have seen that some of you have started to embrace this feature- Well done you!

Perhaps, you have received some feedback from your feedback circle request and are wondering what's next. Or you may be thinking about initiating a feedback circle but want to understand the value it can bring.

#### We have collated a list of questions to get you thinking....

- Think about why you sent the feedback request, what were you hoping that the feedback would help you achieve?
- Think about any feedback themes that might be coming through, so you can consider if there are any areas of development you might uncover.

- Look at the themes in your feedback...

What are you doing well?

What can you improve?

- How does this reflect on your current goals in Clear Review?
- Are you able to mark current goals as complete?
- Are you able to update progress against current goals?
- Are you able to set new goals to improve your performance?

#### And next....

Book a Check-in with your manager to discuss the themes in your feedback.

Your manager is there to support you with these next steps in your development.

We hope you found this helpful

Kind regards





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