

Effective Feedback Rubric

Date: _____

Select the characteristics below that match your observations most closely.

	1 (Not Effective)	2 (Somewhat Effective)	3 (Effective)	4 (Highly Effective)	N/A
Timely	<input type="checkbox"/> Feedback is provided when at least one team member has difficulty remembering the target behavior/action occurrence.	<input type="checkbox"/> Feedback is provided when team members clearly remember target behavior/action occurrence but only few of the details.	<input type="checkbox"/> Feedback is provided when team members clearly remember target behavior/action occurrence and some of the details.	<input type="checkbox"/> Feedback is provided when team members clearly remember target behavior/action occurrence and almost all details.	<input type="checkbox"/>
Context-aware	<input type="checkbox"/> Team member provides feedback when it is inappropriate and does not consider who (e.g., stakeholders) is around or what is happening (e.g., interrupting key tasks).	<input type="checkbox"/> Team member considers who is around (e.g., stakeholders) or what is happening (e.g., interrupting key tasks) but makes little effort to find a more appropriate setting to provide feedback.	<input type="checkbox"/> Team member considers who is around (e.g., key stakeholders) or what is happening (e.g., interrupting key tasks) and accommodates one of those factors when providing feedback.	<input type="checkbox"/> Team member considers who is around (e.g., key stakeholders) and what is happening (e.g., interrupting key tasks) and provides feedback only when appropriate.	<input type="checkbox"/>
Focused	<input type="checkbox"/> Feedback focuses on personal characteristics instead of target behaviors or is mostly emotion-based instead of fact-based.	<input type="checkbox"/> Feedback focuses on target behaviors and personal characteristics, and is mostly fact-based not emotion-based.	<input type="checkbox"/> Feedback focuses on target behaviors, may mention personal characteristics, and is fact-based not emotion-based.	<input type="checkbox"/> Feedback focuses on behaviors, does not discuss personal characteristics, and is fact-based not emotion-based.	<input type="checkbox"/>
Specific	<input type="checkbox"/> Feedback is vague and not focused on behaviors/actions.	<input type="checkbox"/> Feedback relates to general behaviors/actions.	<input type="checkbox"/> Feedback relates to a specific behavior/action that should continue or that requires correction or improvement, but does not describe the situation, behavior, and impact.	<input type="checkbox"/> Feedback relates to a specific behavior/action that should continue or that requires correction or improvement and describes the situation, behavior, and impact.	<input type="checkbox"/>
Constructive	<input type="checkbox"/> Does not provide suggestions or direction for improvement or correction.	<input type="checkbox"/> Provides only general direction for improvement or correction, but no specific suggestions.	<input type="checkbox"/> Provides one specific suggestion for improvement or correction.	<input type="checkbox"/> Provides more than one suggestion for improvement or correction.	<input type="checkbox"/>
Respectful	<input type="checkbox"/> Uses inappropriate language or tone, lies or misrepresents the facts, or demeans the team member.	<input type="checkbox"/> Uses appropriate language and tone and faithfully represents the facts, but fails to consider team member's feelings by delivering negative information without fairness or respect.	<input type="checkbox"/> Uses appropriate language and tone, faithfully represents the facts, and considers team member's feelings by delivering negative information with fairness and respect.	<input type="checkbox"/> Uses appropriate language and tone, faithfully represents the facts, considers team member's feelings by delivering negative information with fairness and respect, and appropriately responds to and supports the team member.	<input type="checkbox"/>

Overall, how effective would you rate the feedback provided?

Not Effective

Somewhat Effective

Effective

Highly Effective