

Customizing Feedback

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Employee Name

Date

1. What are the hobbies and interests that you most like to talk about?

2. What increases your positive emotions or “fills your bucket” the most?

3. From whom do you like to receive recognition or praise?

4. What type of recognition or praise do you like best?
 Public or Private
 Written or Verbal

5. What form of recognition most motivates you? Rank in importance. 1=most important
___ Tangible rewards like gift certificates or tokens
___ Meaningful note or email
___ New project or greater responsibility

6. Who do you want to know about your recognition? Check all that apply.
 Peers
 Direct supervisor
 Director
 Other _____

7. What is the greatest recognition you have ever received? Why?

Customizing Feedback

This section pertains to receiving critical or difficult feedback.

1. Setting – Where I prefer to receive feedback (in public, privately, in a closed door meeting, with someone else present, etc.):
2. Timing – When I prefer to receive feedback (morning, afternoon, start of shift, end of shift, take me to lunch, as soon as possible, etc.)
3. If you want to give me critical/difficult feedback make sure you (give specific examples, provide actionable items to improve on, provide examples of how to do things differently, etc.)
4. You can “trigger” my hot button by (being rude, not listening, writing it, swearing, etc.)
5. I will probably react by (going silent, crying, joking, using sarcasm, attacking back, changing the subject, getting defensive, acting confused, giving excuses, appearing to agree, etc.)
6. After receiving the feedback, I will probably want to (be left alone, go home, have a 10 minute walk, vent to someone, be given time to determine a course of action to change, etc.)
7. Strengths Finder top 5 results or Myers-Briggs results (if known):