

# 1. My boss never asks for feedback...

Feedback is a tricky thing. It's something we can all benefit from, but we usually don't ask for it. As staff members, there are certain expectations we must meet in order to be successful members of a team. Feedback may be given to us informally in update meetings or formally in our annual review. Just because there may be less formal time set aside to give feedback to your boss doesn't mean you shouldn't give it or that your boss wouldn't be open to it! Don't assume you can't give feedback just because it's not requested.

# 3. Strategies to make your feedback land as intended:

- 1 Feedback should be given face-to-face and in private. Public feedback can be embarrassing or seen as disrespectful and written feedback has the potential for misinterpretation or can be seen as impersonal.
- 2 Focus on reaching solutions, not on describing problems. Make sure you are specific and concrete.
- 3 Focus on the task or specific behavior - not the individual. Feedback that directs attention to the task leads to better results. Feedback that directs attention to the individual invokes defensiveness.
- 4 Speak from your point of view only. Avoid statements like "the whole team feels this way, too". You should only use "I" statements.
- 5 Address concerns promptly, within 48 hours when at all possible, but make sure you are prepared. Take time to reflect and get clear on what you want to communicate.
- 6 When in doubt, ask before you give feedback. It might not be the right time.

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# Giving Feedback to Your Boss Tips

Concise Clear Constructive

# 2. I have feedback to give, but how?

Feedback can include lots of things, but lets break it down into two general categories: praise or constructive. Chances are, you may not need as much help with praise. It can be much easier to articulate what is going well or what you appreciate from your boss. The tricky part is how to deliver something that is constructive or advocating for an unmet need.

For a quick, concise look into giving feedback view this three minute clip on [determining when to give feedback](#) or this three minute clip on the [characteristics of effective feedback](#). Do you want to take a deeper dive? View [How to Give Negative Feedback to Senior Colleagues](#). All of these training videos are available for free to our CWRU staff through LinkedIn Learning.

# 4. When giving feedback doesn't go as expected...

it can be helpful to step back and do some reflecting. We often approach feedback as a message we want to share with others. In order to share a message, we have to have a good understanding of what it is we actually want to communicate. From there, we need to use emotional intelligence to strategize the best way to move forward.

Consider taking a deeper dive into communication skills to make your feedback even more effective. [Communicating with Emotional Intelligence](#) is a 45-minute course that can help you develop easy to implement strategies.

You may also find that, in some cases, feedback just isn't going to be received how you intend. Make sure to rely on tried and true support systems in your life to get what you need!