

Processing Feedback

Name: _____	_____	_____
First	M.I.	Last
S#: S _____	Phone #: _____	
Email: _____	_____@student.cccs.edu	
Your official CCD email account is the only email CCD will accept for correspondence.		
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>		
Student: _____	_____	_____
Print Name	Signature	Date

Recently we got feedback from the part time staff. Some feedback may have been very positive while some may have been difficult to hear, regardless, it is valuable. We will be using the feedback in our performance plans and as part of our goals. Please take some time to complete this sheet and be prepared to discuss your feedback with your supervisor.

Tips for processing feedback:

- Avoid becoming upset, judgmental or defensive--be willing to consider every input.
- Avoid making excuses.
- Avoid arguing or interrupting. Listen carefully and stay open-minded.
- Avoid ignoring what is said or the person saying it.
- Don't look for motives or hidden meanings.
- Accept responsibility for your actions.
- Ask open-ended questions to gain understanding. It's a good idea to frequently summarize and clarify the feedback in your own words. Always ask for specific examples.
- Take time to reflect on the feedback and look for opportunities to continuously incorporate useful suggestions to improve your effectiveness. Think about it and try to build on it
- Acknowledge its value and express appreciation for it.
- Indicate what you intend to do with the feedback.

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Please answer the following questions:

What did I do well?

What could I have done better?

How can I continue improving my performance in this area? (be specific—describe how you make changes to improve your performance including techniques, strategies, etc.)

What do I need to make this happen? (resources/education or support I could access to help me build this skill)

How will I know I have improved? (What is my measure of success?)

Date: _____