Say What?
Giving Feedback to Employees

Kate Hall + Kathy Parker
What Feedback Is

**Ongoing**
- At regular 1:1s
- In the moment
- During the Annual Evaluation

**Consistent**
- When someone does something well
- When someone needs a course correction
- When someone asks for direct feedback

**Clear**
- Be specific in what you are saying
- Don’t imply, just say it

**Direct**
- Don’t beat around the bush
- In person: look directly at them and speak matter-of-factly
- In writing: state the kudos or correction clearly and what you expect moving forward
What Feedback Isn’t

- Only negative feedback
- Given only during annual evaluations
- Made to humiliate employees
- A personal attack

Feedback is also about telling someone what they did well and why it was good.
Feedback should be ongoing.
Feedback should also not be about playing favorites.
Feedback is about the actions, not the person.
How to Provide Feedback

- Establish trust
- Be Specific
- Focus on the actions, not the person
- Use clear language
Keep in Touch

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