



FEEDBACK TRACKER

This document is intended to track your asks for feedback & capture feedback you receive. Using this template will enable you to identify patterns in feedback, document specific words used in feedback, and develop clear action plans based on the feedback.

Instructions: download a copy of this template to your personal environment. This template is constructed as a table. Simply copy and paste this table with each feedback session. You can use multiple instances of this template if you want to capture specific asks in separate documents, or you can capture everything within one document. Use this as a starting point and customize to your needs. Feel free to delete the introduction & instructions. Need help? Reach out to the [Notes from the Field](#) team.

Feedback Template

Date	
Person	
Ask	
Feedback	
Context	
Clarification	
Action Plan	
Follow Up	

Date	
Person	
Ask	
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Feedback Example

Date	February 19, 2024
Person	Direct Manager, Greg Smith
Ask	Constructive; what do I need to do to successfully jump to management role OR be seen as management potential by the time the next job is available?
Feedback	<p>Strengths:</p> <p>Emotional intelligence - rated me very high for this</p> <p>Coaching fundamentals - demonstrated this several times & highly effective</p> <p>Two important aspects to a managing people</p> <p>Reflecting on last interview process, provided some insights:</p> <ul style="list-style-type: none"> - Interview committee wanted to see "a strong opinion" - I presented high level & theoretical vs what they wanted ("this is what I believe" + more depth to enablement & people management) → take a stand, don't tell them what you think they want to hear, but show heart, brains, and backbone

Context	Applied for an entry management role; was in the final round of selection, but ultimately unsuccessful. Second time through the process without success.
Clarification	How do I build/show this as an individual contributor? (Can't get people management skills without managing people...)
Action Plan	<p>Deepen engagement & shadow managers and leaders 1:1 - "Hear you, going to do that, take a tangent and understand what you're trying to enforce"</p> <p>Get into the why of what they are doing in management, that can help a ton</p> <p>Identify & work with a specific internal coach and decode coach/model/care specifics</p>
Follow Up	90 days