Effective Phrase Templates for Constructive Criticism

Accuracy

- You need to manage details more precisely – for example:
- Your documentation (work, etc.) includes avoidable mistakes – for example:
- You need to focus on achieving results with accuracy and precision – for example:

Achievement

- You need to focus more on results – for example:
- You need to apply different work methods for reaching goals - for example:

Administration

- Your work is sometimes (often) unorganized – for example:
- You have missed important deadlines – for example:
- You have not leveraged technology effectively – for example:

Communication

- Your communication has been unclear at times – for example:
- You have missed important opportunities for follow up – for example:
- It takes you longer than expected to respond to phonemail, voicemail, etc.
- Your choices in communication are not as consistently effective as I would like – for example:

Interpersonal Skills

- You need to improve relationships with colleagues (students, parents, donors, etc.) – for example:
- You need to make a bigger effort to build positive relationships with (students, parents, donors, etc.) – for example:
- You sometimes demonstrate behavior toward others that interferes with an effective working relationship – for example:

Judgment

- You have made decisions that were not effective – for example:
- At times, I am not able to trust that you will use good judgment – for example:

Knowledge

- I am not confident that you understand _____ – for example:
- You need to improve your knowledge and understanding of _____ – for example:
- You have not developed the necessary _____ skills as your position requires – for example:

Productivity

- Your productivity is affected the amount of time you spend on personal calls – for example:
- You complete tasks slowly. In order to do this job well, you need to maintain quality, but complete your work at a faster pace– for example:
- You are easily distracted and this affects your productivity throughout the day– for example:

Responsibility

- You sometimes display an unwillingness to face problems or conflicts – for example:
- I need for you to accept full responsibility for results – for example:
- You need to assumes responsibility for mistakes and find appropriate solutions – for example:

Team Skills

- When you do not keep team members informed, it creates problems– for example:
- It is important to treat team members with basic respect and at times, you have exhibited behavior that compromises respect– for example: