

# When do you ask for feedback?

## When do you ask? In what situation?

## Which questions do you ask?

### After a project

- What do you think of the quality of my project?
- In the meantime, have I communicated enough?
- Next time, what should I do differently?
- What were my positive traits during the project?
- Do you want to delegate future projects the same way?

### For a presentation

- What did you think about the content of my presentation?
- What did you think about my non-verbal communication?
- Was my verbal communication clear and concise?
- What aspects did you miss during my presentation?

### After a meeting/ gathering

- What did you think about my share during the meeting/  
gathering?
- Is any of the information I shared during the meeting  
useful for you?
- What did you expect from me during the meeting and  
have I succeeded your expectations?

### After training a new colleague

- What did you think about my communication during the  
training phase (?)
- Have we spent enough time on the basic roles within  
your function?
- Are you able to start independently?
- What have you missed during the training phase?
- What was pleasant during the training?

### After handing in a report

- What did you think about the content of my report?
- What did you think about the lay out of my report?
- Are you going to use my report and share it with others?

**Managerial feedback**

- My manager is knowledgeable and professional
- My manager responds to my inquiries in a timely manner
- My manager is making a positive contribution to my business

**After a job interview**

- Are you still enthusiastic about the job function and organization after the job interview?
- How do you rate my professionalism during our talk?
- Was the talk pleasant for you and have you mentioned everything that is important for the job function?

**After a conversation with a customer**

- What did you think about my support during our conversation?
- What did you think about my expertise during our conversation and do you have any tips?
- Have I shared enough information and are you well informed?

**At the end of a day's work**

- How have you experienced our collaboration today?
- Would you want to change the set-up of the working day?
- Do you see any improvements in the collaboration that contributes to the atmosphere in the team

**At the end of a work week**

- Are you content with our collaboration during the past week?
- Do you have any tips for me so I can finish my planning next week?

### When do you ask? In what situation?

### Which questions do you ask?

**The end of your training period is in sight. It is the third week and you want to know how you have performed up till now.**

- Do I come across as motivated? Do you have any tips for me?
- Have you seen enough growth and do I have enough potential to make the role my own?
- What should I change in my behaviour to better suit my role?
- What should I still learn, so I can work independently in the future?
- What have I done well and what should I improve on?

**When the end date of a labour contract is near**

- Have I grown enough in my role and should I continue this way?
- What should I change in my behaviour to perform better upcoming year?

## Various types of feedback questions

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### Examples

#### General feedback

- What grade do you give for the added value I provided? (slider 1-10)
- Behaviour: What am I doing well and should I continue doing it? (Open question)
- Development: What can I improve on? (Open question)
- What should I continue doing? (Open question)
- What should I stop doing (Open question)
- What should I start with? (Open question)
- Use three key words to describe how you see me
- Am I living up to expectations?
- What do you consider to be my (core) qualities?
- What do you consider to be my pitfall(s)?
- What would you advise me so I won't sept into my pitfall(s)?

**Team feedback**

- How you do think the collaboration is going (stars/slider)
- Name two talents that you see within the team (open question)
- Name two points of development for the team (open question)
- Use three key words to describe how you see us as a team (open question)
- Within my team, we are working on continuous improvement and innovations.
- I get appreciation and recognition for my contributions/ hard work.
- I can implement new ideas and innovate.

**Feedback trainer**

- What did you think about my knowledge regarding the content of the program (slider 1-10)
- In what way did I present in an understandable and engaging manner? (stars + open question)
- What surprised you in a positive way? (open question)
- What can I improve on for next time? (open question)

**Retrospective questions**

- General short evaluation
- General performance of the team (slider 1-10)
- What went well (Open question), What didn't go well (open question)
- What have we learned? (open question)
- What should we do differently next time? (open question)

**Valuable retrospective questions**

- Choose some questions that are relevant for your projects (open questions)
- What makes the team successful?
- How did you do this sprint? (+ slider 1-10)
- Have all the agenda points been completed?
- Do we need more, or less time for the next meeting/ sprint?
- Where and when did it go wrong during this sprint?
- What do you expect from who?
- Which instruments and techniques were useful? Which weren't?

### **Ask why**

One of the most valuable questions in retrospectives is asking why. Different examples:

- Why did you do it this way?
- Why did or didn't this work for you?
- Why are you considering finding something important?
- Why do you think about it like this?
- Why have you decided to work on this together?

Make a questionnaire: 'Give feedback', without reason: Make an open field in which the giver can describe the situation. Thereafter, an open field to give feedback on the situation.

First name a few logical situations in which you can ask for feedback. Then you dissect the depths in the situation.