Examples of Employee Feedback in Action

Whether you're reinforcing a great behavior or addressing an area for improvement, having a few go-to employee feedback examples on hand can make all the difference. Below are sample phrases you can adapt for your team members, direct reports, or peers.

But always make sure to tailor your feedback to the individual and the context. The most effective feedback is timely, specific, and grounded in clear expectations – not just generic praise or criticism. And, most importantly, tie it back to the overarching goal: the employee's growth and your shared goals.

Recognition Feedback

TEMPLATE:

"I really appreciated how you [specific behavior]. It had a positive impact on [team/project/customer experience], and it reflects our values around [value/goal]."

- "Your onboarding walkthrough was one of the clearest I've seen. It made a huge difference for our new team member's confidence."

- "The way you reworked the proposal to align with the client's feedback really impressed me. That level of attention is what sets us apart."

- "Your calm approach during yesterday's tech issue helped the team stay focused. That's the kind of leadership that builds trust."

Reinforcing Feedback

TEMPLATE:

"I want to highlight how you [specific positive action]. It had a clear impact on [team, customer, outcome], and it's something I'd love to see continue."

- "You've been keeping client projects on track with impressive consistency. It's helped build trust and repeat business."

- "Your recaps during team meetings are clear and efficient. They help everyone stay aligned and focused. Keep up the great work!"

- "You've developed a knack for spotting roadblocks early. That foresight is helping the team stay ahead."

Frequent Positive Feedback Tips

TEMPLATE:

"Just wanted to say I really appreciated [specific moment or action]. That kind of effort makes a big difference, and it doesn't go unnoticed."

- "The way you handled today's unexpected schedule change showed great flexibility. Thank you for jumping in so quickly."

- "Loved the energy you brought to the client kickoff! It really set the tone for collaboration."

- "Thanks for helping a teammate troubleshoot during the call. That support didn't go unnoticed."

Actionable Feedback

TEMPLATE:

"You did [specific task/behavior] well. One thing to try next time is [specific action] to help improve [desired outcome]."

- "Your last report was strong on narrative, but light on data. For the next one, let's include three to four key metrics to back up your insights."

- "During the demo, you made great points. For next time, try pausing to ask if the client has questions. It makes the experience more interactive."

- "That email thread got long and hard to follow. Would you be open to summarizing next time with bullet points and action items at the end?"

Redirecting Feedback

TEMPLATE:

"I noticed [behavior], and I'd like to work together on [desired outcome]. Let's discuss how to move forward with [suggested strategy or support]."

- "In the last brainstorming session, I noticed you interrupted a few team members. Let's work on making space for everyone's voice. Your ideas are strong, collaboration makes them even better."

- "Your passion is clear, but during the client call, some of your points came off as a bit sharp. Let's explore ways to frame feedback more constructively."

- "You've been staying late often. I admire your dedication, but I want to make sure we're managing workload sustainably. Can we talk about support or prioritization?"

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Feedback Sandwich Technique

TEMPLATE:

"I really liked how you [positive action]. One improvement area might be [constructive feedback]. That said, your [additional positive note] was a real strength."

- "Your client presentation flowed really well. You had their attention. One thing to build on is eye contact – you tended to look at the screen more than the room. That said, your close was strong and left a great impression."

- "You handled the team update clearly and confidently. I think it would be even stronger with a bit more prep on the metrics. Still, your leadership on that call really helped the team stay aligned."

- "Thanks for jumping in so quickly on that urgent request. One area we can improve is getting approvals earlier in the process. But overall, your responsiveness really helped us meet the deadline."

Encouraging Employees

TEMPLATE:

"I appreciate the way you [action]. It's clear you're committed to [value/goal], and I'd love to support you in taking it even further."

- "Your curiosity during onboarding has been great to see. Keep those questions coming. It shows you're invested and already contributing."

- "You've taken real ownership of your role lately. If you're open to it, I'd love to talk about stretch projects or learning opportunities."

- "I appreciate how often you raise new ideas. Even when they don't all move forward, it pushes us to think differently."

Boosting Employee Engagement

TEMPLATE:

"Your work on [project/task] really supported [impact or outcome]. It's a great example of how your contributions help build our [team culture/business success]."

- "The way you facilitated today's workshop kept everyone energized and involved. That kind of leadership builds real momentum."

- "Your feedback on our onboarding doc was incredibly useful. It's clear you care about making the team better, and that's the kind of engagement we need more of."

- "I've seen how you've been connecting with newer team members; it's helping everyone feel included and part of something meaningful."

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