

## **Feedback/Evaluation Checklist**

- ❑ Utilize orientation to explain your expectations.
- ❑ Set a feedback schedule during orientation.
- ❑ Be specific in your feedback avoid general terms.
- ❑ Relate feedback to behaviors not personality.
- ❑ Include feedback on both positive and negative aspects of performance.
- ❑ Encourage open dialogue with the student.
- ❑ Ask student to provide feedback on your performance.
- ❑ Respect privacy when offering feedback.