**2 x 2 Feedback Form**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
|  | **Issue** | | **Observation** |
| Two things I’m doing well[[1]](#footnote-1) |  | |  |
|  | |  |
| Two things I could do even better |  | |  |
|  | |  |
| Two things you’re doing well |  | |  |
|  | |  |
| Two things you could do even better |  | |  |
|  | |  |
| **[EXAMPLES]** | | | |
| *Example for a staff member* | *Persistence* | *You followed-up the generic rejection from Funder X and got us an in-person meeting.* | |
| *Example for a manager* | *Giving clear guidance* | *I should have been much clearer about the time constraints around getting board materials out – we had a last-minute crunch that I could have helped prevent.* | |

1. If you’re a staff member, list two things you’re doing well in your work overall; if you’re a manager, two things you’re doing well in your work with this staff member. [↑](#footnote-ref-1)