**2 x 2 Feedback Form**

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

|  |  |  |
| --- | --- | --- |
|   | **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)