## Constructive Criticism Worksheet

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| --- | --- | --- | --- |
| Employee’s Name | |  | |
| Today’s Date & Time | | DATE | TIME |
|  |  |
| **Determine One Constructive Criticism to be Delivered** | | | |
|  | | | |
| **Be Timely** | | | |
| When did it happen? | | When do you plan to tell employee? | |
|  | |  | |
| **List Observable Behaviors (avoid general descriptions)** | | | |
|  | | | |
| **Plan to Change Behavior** | | | |
| What is changing? | How is it going to change? | When is going to change? | Expectations going forward |
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| **Notes** | | | |
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