## 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 |
|  |  |  |  |
| **Notes** |
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