

Emma Ford: Feedback checklist

Many companies will give you feedback on your performance at interviews or Assessment Centres. This is valuable information so be prepared.

Feedback checklist

Preparing for feedback.

Reflect on your performance after each assessment event.

Remind yourself of the knowledge, skills and competences you were asked to show at the event.

Note down what you thought went well/not so well and why.

Note any other questions, relevant to the event, you want to ask.

Receiving feedback.

Check how much time will be given.

Listen!

Take notes.

Ask for clarification and specific examples if you do not understand the point.

Do not argue, it is a waste of valuable time.

Avoid getting hung up on a detail, another waste of time.

If an area of concern to you is not covered, ask about it. You may find you did much better than you thought.

Summarise key points and reflect these back to check your understanding.

Acting on feedback.

If you agree with the assessment, decide on key areas to work on and map out a development plan.

If you disagree with the assessment, try not to dismiss the views out of hand. Be alert to the idea that others may see you differently and seek feedback from friends.

Cautionary note – feedback is not an opportunity to re-run the assessment or find out who did get the job .