2x2 Feedback Form

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| **Name:** |  |

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| **Date of 2x2 Meeting:** |  |

*Instructions:* Each person should fill out their own form completely.

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| --- | --- | --- |
|   | **Competency or quality** | **Specific example or observation** |
| **Strengths for staff** | **1.** |   |
| **2.**  |   |
| **Growth areas for staff** | **1.** |   |
| **2.**  |   |
| **Strengths for manager** | **1.** |   |
| **2.**  |   |
| **Growth areas for manager** | **1.** |   |
| **2.**  |   |

2x2 Feedback Form: Manager Sample

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| **Name:** | Colleen [Manager] |

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| **Date of 2x2 Meeting:** | 8/1 |

*Instructions:* Each person should fill out their own form completely.

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|   | **Competency or quality** | **Specific example or observation** |
| **Strengths for staff member** | **Persistence and problem-solving** | I know you spent a lot of time on the grant proposal for funder X. Even though the rejection was demoralizing, you didn’t let it stop you. You followed up on the generic rejection and got us a meeting so that we could continue to build a relationship with the program officer! |
| **Managing multiple work streams** | You were great at prioritizing and juggling the demands of projects X, Y, and Z in our busy season. You communicated with me when you needed support around the house party toolkit launch and drove a strong planning process! And when there were hiccups, you navigated them beautifully (see my feedback above about persistence). |
| **Growth areas for staff member** | **Maintaining boundaries around capacity** | On two occasions, I noticed you volunteering to help on a project that was outside of your realm of work. I understand and appreciate that you want to be a team player, but in that instance, I wish you had checked in with me about your priorities first because your workload was already completely full and this will impact other projects. |
| **Direct communication** | There have been times when I’ve seen you couch constructive feedback, directions, or suggestions so much that your message gets lost in the delivery. I was on the receiving end of this in our last check-in and I’ve observed it in meetings.  |
| **Strengths for manager** | **Direct feedback** | I have shared direct feedback with you when I felt like things weren’t totally on track—like with our donor engagement goals—and it gave us a chance to step back and course correct.  |
| **Team connection** | I’ve been intentional about creating space for team connection, especially amid such a busy time for all of us. One example of this was planning a team huddle/lunch right before our project launch. I think it helped us to feel grounded in our shared purpose and like we could lean on each other for support. |
| **Growth areas for 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. |
| **Proactive coaching and support** | Sometimes I don’t realize that you need coaching and support until it’s a little too late. I could do a better job of checking in during earlier phases of a project to help with troubleshooting or forecasting issues.  |