



# Feedback Formulas for Managers

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RESOURCES

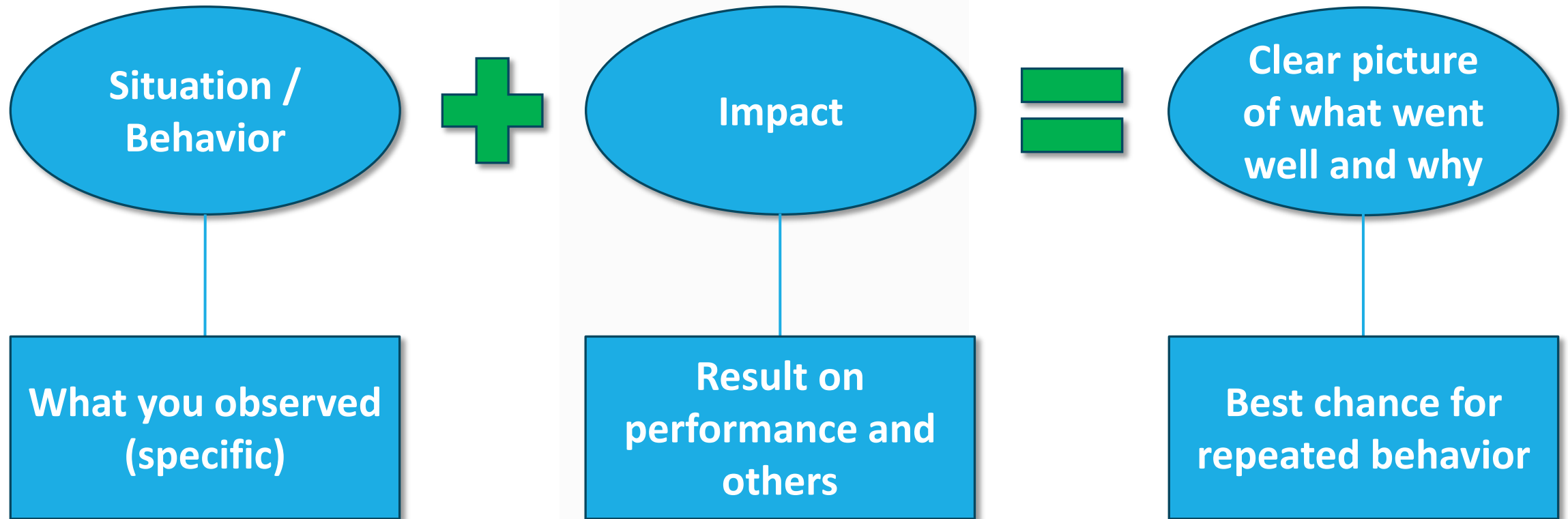
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# Giving and Receiving Feedback

## Formula: Positive



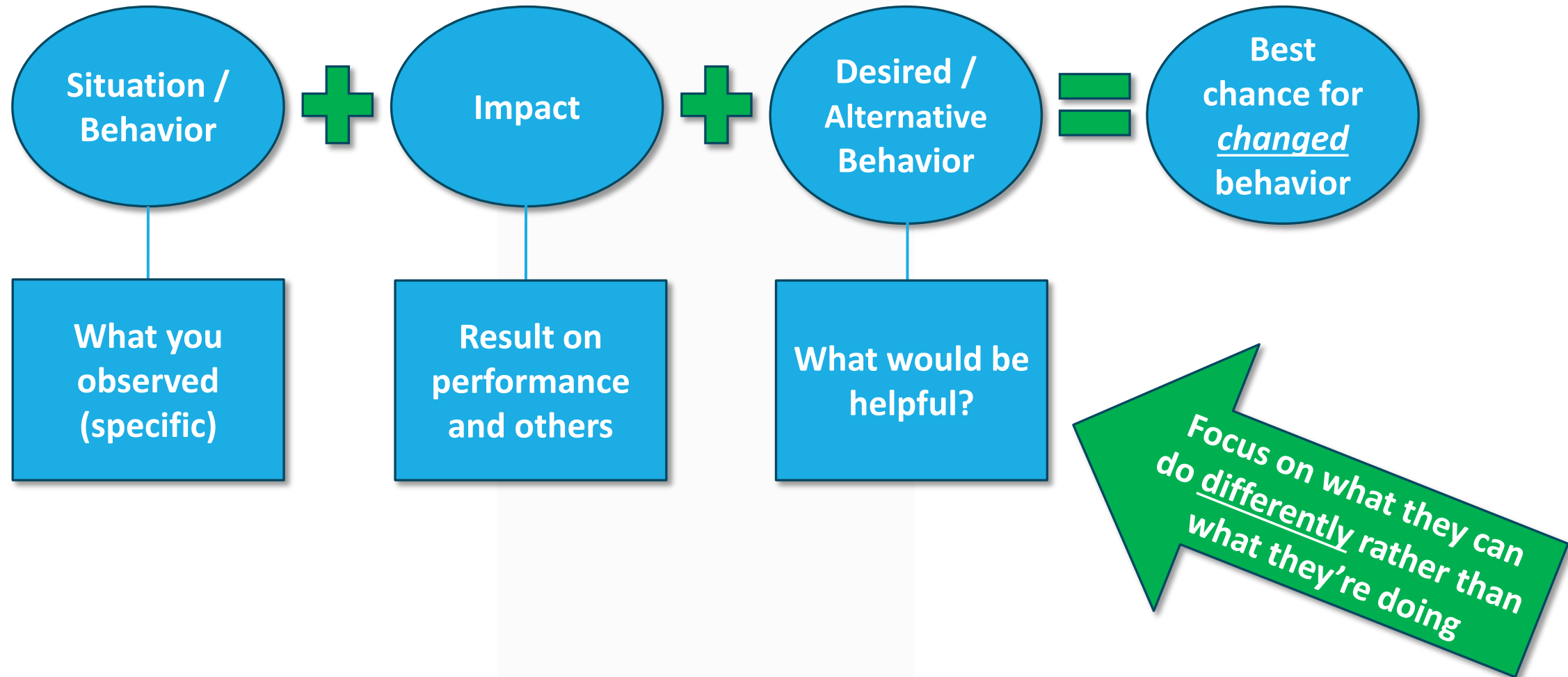


## Positive Feedback Example

- **Situation:** I really enjoyed your presentation at the team meeting this morning.
- **Behavior:** You explained a complex issue in an easy-to-follow-way and outlined potential solutions clearly and concisely. It was interesting and enjoyable. You checked in for understanding and questions throughout.
- **Impact:** The audience was participative and engaged throughout. They framed back understanding of the concerns raised and committed to implementing the solutions proposed. A follow-up meeting was set to map out next steps and owners. Good job raising this and gaining advocacy to resolve this issue!

# Giving and Receiving Feedback

## Formula: Constructive





# Constructive Feedback Example



- **Situation / Behavior:** You missed your last two deadlines due to incomplete work submitted.
- **Impact:** The department incurred late fees which put us over budget. Teammates had to pitch in last minute to help resolve this which led to delayed completion of their other work.
- **Desired Behavior:**
  - Gather their Insights: What was this experience like for you? What do you think could've been done differently? Is there anything additional I can do to help?
  - Confirming Expectations: E.g., I'd like to see you implement steps earlier in your process to ensure you complete your work to submit ahead of deadlines. If you're still encountering challenges, let me know.