

Continuous Feedback Tracker

Continuous feedback creates a culture of openness, improvement, and trust. This tracker helps record ongoing feedback conversations, recognising achievements and identifying development opportunities throughout the year, not just during formal reviews.

1. Purpose of This Tool

- ☐ Encourage regular, constructive dialogue between managers and employees.
- ☐ Capture feedback in real time for better accuracy and relevance.
- ☐ Support development goals through consistent coaching.
- ☐ Reduce surprises during performance reviews.
- ☐ Reinforce positive behaviours and address challenges early.

Tip: Feedback should be specific, timely, and focused on behaviour and outcomes rather than personal traits.

2. Feedback Log

Date	Type (Positive / Developmental)	Feedback Summary	Given By	Recipient	Agreed Action / Next Step	Follow-Up Date
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Tip: Keep feedback short and actionable. The aim is progress, not documentation overload.

3. Feedback Quality Checklist

- ☐ The feedback is based on observed behaviour, not assumptions.
- ☐ The message is specific, not general.
- ☐ It focuses on what can be improved or continued.
- ☐ The tone is professional, respectful, and supportive.
- ☐ The feedback links to company values or goals.

Tip: Honest, well-delivered feedback builds credibility and trust, even when it addresses difficult topics.

4. Recognition and Praise

Date Achievement or Positive Behaviour Impact Recognition Given

- ☐ Recognition is timely and sincere.
- ☐ Effort as well as outcome is acknowledged.
- ☐ Praise is shared publicly when appropriate.
- ☐ Examples are used to inspire others.

Tip: Consistent recognition strengthens motivation and reinforces the right behaviours across teams.

5. Development and Improvement Notes

Date Area for Development Agreed Action Support Needed Review Date

- ☐ Development goals are realistic and measurable.
- ☐ Manager and employee agree on next steps.
- ☐ Resources or training are identified if needed.
- ☐ Progress is reviewed regularly.

Tip: Development feedback should empower, not discourage. Always link improvement areas to achievable actions.

6. Manager and Employee Responsibilities

Manager:

- ☐ Provide regular, balanced feedback.
- ☐ Recognise achievements promptly.
- ☐ Coach through challenges rather than criticise.
- ☐ Follow up on agreed actions.

Employee:

- ☐ Seek feedback proactively.
- ☐ Reflect on suggestions and take ownership of improvement.
- ☐ Keep a personal record of key feedback moments.
- ☐ Communicate progress and outcomes to the manager.

Tip: Feedback works best when both sides are engaged and accountable.

7. Progress Review Summary

Review Date Summary of Key Feedback Improvements Made Next Steps

- ☐ Regular reviews show clear evidence of progress.
- ☐ Recurring feedback patterns are identified and addressed.
- ☐ Achievements and improvements are documented for performance reviews.

Tip: Feedback becomes meaningful when it translates into visible progress and stronger performance.

8. Common Feedback Pitfalls to Avoid

- ☒ Giving feedback too late or too rarely.
- ☒ Making feedback vague or emotional.
- ☒ Ignoring good performance because it is expected.
- ☒ Overloading people with too much feedback at once.
- ☒ Forgetting to follow up on improvement discussions.

Tip: Consistency and care turn feedback from a process into a performance advantage.

How to Use This Tracker

Managers and employees should use this tracker throughout the year to record and discuss feedback. Regular, specific feedback supports a culture of trust and accountability, helping individuals perform at their best and grow continuously.

Notes