

WHY-SOI Method for Performance Feedback | *Worksheet*

This SOI Worksheet can be used to prepare and deliver both positive and constructive performance feedback.

<i>Why?</i>	What is your intention for giving feedback? How can you demonstrate care and a helpful spirit?
<i>Standard</i>	What is the expected outcome or result?
<i>Observation</i>	What outcome/result was delivered? How does that compare to the standard/expectation?
<i>Impact</i>	What was the impact of your outcome/ result on individual, team, division or company goals?
<i>Put it all together!</i>	Combine the input above to draft a complete SOI performance feedback statement here.