

Template 2

SUGGESTIONS FOR FORMS



Email Template: Request For Colleague Feedback

From: sender@example.ac.uk

Subject: Request For Colleague Feedback

[Joan Smith] is meeting me for a [Supportive Offboarding] conversation and has asked for some feedback about their role and contribution to this recent project and named you as someone who might be willing to provide this.

If so, in providing feedback on the person's contribution to the project, please focus particularly on strengths and qualities. It doesn't have to be lengthy – it is primarily an opportunity to formally thank them for their contribution.

You might consider one or more of the following aspects of their contribution:

- **Communication:** The person's willingness to listen to others and the extent to which they seem able to convey information clearly.
- **Collaboration and teamwork:** The way in which the person works collaboratively with colleagues and contributes positively to the team.
- **Work focus:** How the individual understood and responded positively to the demands of the role.
- **Professionalism:** The person's willingness to be respectful and ethical and to adhere to the company's procedures and standards of behaviour.
- **Decision-making:** The ability to analyse problems and come up with sensible solutions or sound judgment in the mitigation of risks and obstacles.
- **Adaptability:** The person's willingness to adapt to change and uncertainty or respond to pressure or setbacks.
- **Leadership ability or potential:** If appropriate, the person's ability to inspire, encourage and motivate others.

Any detail in your appreciation, citing examples of where they have excelled, would be particularly useful.

Many thanks.
