



## Steve Example Feedback Requested

Hello Name,

My name is Diane Morrison. Steve Example and I are working together on his leadership development goals. As part of his development, Steve asked me to interview 10 of his colleagues to gather their feedback.

Below are the questions Steve has requested be asked in the phone interview. Please spend time thinking about your responses to each question. It is optional, you can send responses to the questions in an email before the interview.

1. When I talk with you, how respectful do you feel I am? What is something I could stop doing, start doing, or continue doing to show you respect?
2. What is one thing that I could start doing to be more approachable.
3. On a scale of 1 – 5, 1 being low, 5 being high, how well do I communicate my expectations? Please explain your response.
4. What two things can I start doing to involve you and/or others more?

The phone interview will take about 15 - 20 minutes. I will take notes during the interview and then create a summary report of everyone's feedback. Your specific feedback will remain anonymous.

Steve and I will discuss the feedback and how he might include your feedback in his development plans.

Below are the options for interview date and times. Please indicate which times you are available. Late and early times to accommodate different shifts are listed. I will send a confirmation with your interview time after I hear from you. If there are no times listed that you are available, please let me know and we will work on a time that is good for you.