

## CONSTRUCTIVE FEEDBACK INVENTORY

1 – Never or almost never true  
4 – Often true

2 – Usually not true  
5 – Usually or almost always true

3 – Sometimes but infrequently true

Rating:

1. Gives honest, clear & constructive feedback	
2. Communicates clear directions & expectations	
3. Is sensitive to holding confidential information	
4. Trustworthy/keeps their word	
5. Understanding/empathetic	
6. Can positively assert themselves	
7. Thinks in terms of TEAM/carries their share of the load	
8. Supportive/Encouraging but not micro-managing	
9. Listens attentively and takes action when appropriate	
10. Flexible	
11. Open-Minded	
12. Creative problem solver	
13. Seeks and takes input and counsel from others	
14. Treats others fairly	
15. Has an even temperament	
16. Displays consistency & fairness in decision making	
17. Appreciates & acknowledges others	
18. Able to work through conflict in a constructive way	
19. Maintains a professional demeanor	
20. Doesn't allow prior perceptions to influence current opinion; remains objective	
21. Able to <i>accept</i> constructive feedback	
22. Shares necessary information freely	
23. Is NOT Defensive when given an opposing idea &/or ideas are questioned	
24. Does NOT come across as condescending, better than or a know-it-all	
25. Does NOT make decisions in isolation	

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Rating:

26. Thinks other's ideas, issues or departments are of equal value	
27. Is an eager and competent mentor and coach to up and coming leaders/peers	
28. Deals with people courteously, patiently, considerately and respectfully	
29. Keeps appropriate supervisor in loop when making decisions	
30. Is easy to approach; people eager to seek their input	
31. Shows respect to others even if they are not as educated or of same position	
32. Is sensitive, diplomatic & tactful	
33. Understands and respects internal and external customer service	
34. Demonstrates attitudes & behaviors that foster "customers for life"	
35. Doesn't speak negatively about employees and/or leaders	
36. Completes assignments in a timely manner	

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Additional comments, concerns or feedback for this person. (Please be constructive in your comments.)

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