

Upward Feedback

Jan. 1 – Feb. 15

Upward Feedback

Upward feedback is a process which gives staff a formal opportunity to provide input to their supervisor. It is a way for a staff member to let his or her supervisor know how the supervisor can better manage and support the team. Ideally, the feedback helps the supervisor understand how he or she can improve working together with the team. The best supervisors are open to this process and are interested in learning from it.

All staff should be given the opportunity to provide upward feedback but are not required to participate in the component of the performance management system.

Two different vehicles for soliciting upward feedback are available in the forms section of this manual. Either of these formats may be used or the staff member may prefer to have a conversation. You are also welcome to develop your own format. Supervisors should use whichever method is most comfortable for the staff member. The best approach is to allow the staff member to decide how he or she wants to communicate upward feedback.

For this process to be effective the supervisor must demonstrate an interest in receiving input and a willingness to consider adjustments based on the input received.