

**PROMPT WO-032**

Write Constructive Employee Feedback

Purpose

Use this prompt to create professional, balanced, and constructive employee feedback. Whether providing positive recognition, developmental coaching, or addressing performance concerns, this prompt helps deliver feedback that is specific, respectful, and focused on improvement.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–30 min**

BEST FOR
HR & Coaching

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced People Manager.

Write professional and constructive employee feedback using the information below.

Employee Name:
[Insert employee name]

Job Title:
[Insert job title]

Situation:
[Describe the situation]

Positive Observations:
[List what went well]

Areas for Improvement:



[List areas requiring improvement]

Examples:

[Provide specific examples]

Expected Standard:

[Describe the expected behaviour or performance]

Support Available:

[List any coaching, mentoring or training]

Next Review Date:

[Insert review date]

Tone:

Professional, respectful, balanced and encouraging.

Please:

- Begin by recognising positive contributions.
- Provide specific examples of strengths.
- Clearly explain areas for improvement.
- Focus on behaviours and outcomes rather than personal opinions.
- Offer practical suggestions for improvement.
- Finish with encouragement and agreed next steps.
- Use supportive, professional language throughout.

Return only the completed feedback document.



Example

INPUT

Employee: James Carter

Job Title: Warehouse Supervisor

Situation: Monthly performance review.

Positive Observations:

- Improved team productivity.
- Excellent attendance.
- Strong customer focus.

Areas for Improvement:

- Delegation.
- Team communication.



EXPECTED OUTPUT

Employee Feedback

Positive Performance

James has continued to demonstrate a strong commitment to the business throughout this review period. Team productivity has improved under his leadership, and his attendance and customer focus have remained consistently high.

Development Opportunities

An opportunity exists to strengthen delegation and communication within the team. Delegating routine tasks more effectively will allow greater focus on planning and team development.

Improving communication during shift handovers will also help ensure information is shared consistently across the department.

Support

To support James's development, management will:

- Arrange leadership coaching.
- Provide delegation training.
- Review progress during monthly one-to-one meetings.

Agreed Next Steps — see table below

ACTION	OWNER	TARGET DATE
Complete delegation training	James	30 September
Hold weekly team briefings	James	Immediate
Review progress	Line Manager	Next Monthly Review

CLOSING COMMENTS

James continues to make a valuable contribution to the business. By building on his existing strengths and focusing on these development areas, he is well placed to continue growing as a leader.

 **Builder's Tip:** *The most effective feedback is timely, specific, and actionable. Avoid vague statements like “do better.” Instead, explain what happened, why it matters, and what success looks like moving forward.*

Related Prompts

- WO-031 – Write a Professional Performance Review



- WO-033 – Create a Personal Development Plan
- WO-035 – Conduct a One-to-One Meeting
- WO-036 – Create a Performance Improvement Plan (PIP)

Tags

EMPLOYEE
FEEDBACK

COACHING

LEADERSHIP

HR

PERFORMANCE