

Interview Feedback Guide

Providing constructive feedback to peers and colleagues is vital for both their own, and our, professional development. This Interview Feedback Guide has been developed to equip you to provide constructive feedback to peers during the Mock Interview Workshop.

Preparing to give feedback

Throughout the course of your career, you will encounter many opportunities to provide feedback to colleagues. Prior to providing feedback, it is important to consider some key principles for providing feedback.

Timeliness: The sooner you provide feedback, the fresher and more effective it will be for both of you.

Tailor your communication methods: Check the communication preferences and accessibility of the person receiving feedback. Do they want direct verbal feedback or emailed information.

Constructive feedback is key: Don't just provide negative feedback, but also compliment the person on the elements that were effective. When providing feedback for areas for improvement, if possible, provide tangible ways that your colleague/peer could have addressed it better.

In the text box below, consider some principles that would be important for you in receiving feedback from a peer or colleague.

Example: friendly tone, balance of areas for improvement and strengths etc.

Preparing to provide interviewees with feedback

When preparing to provide feedback to interviewees, it is recommended that you thoroughly review the role description and ensure that feedback is provided in alignment to the selection criteria.

An example of a response grid is provided below.

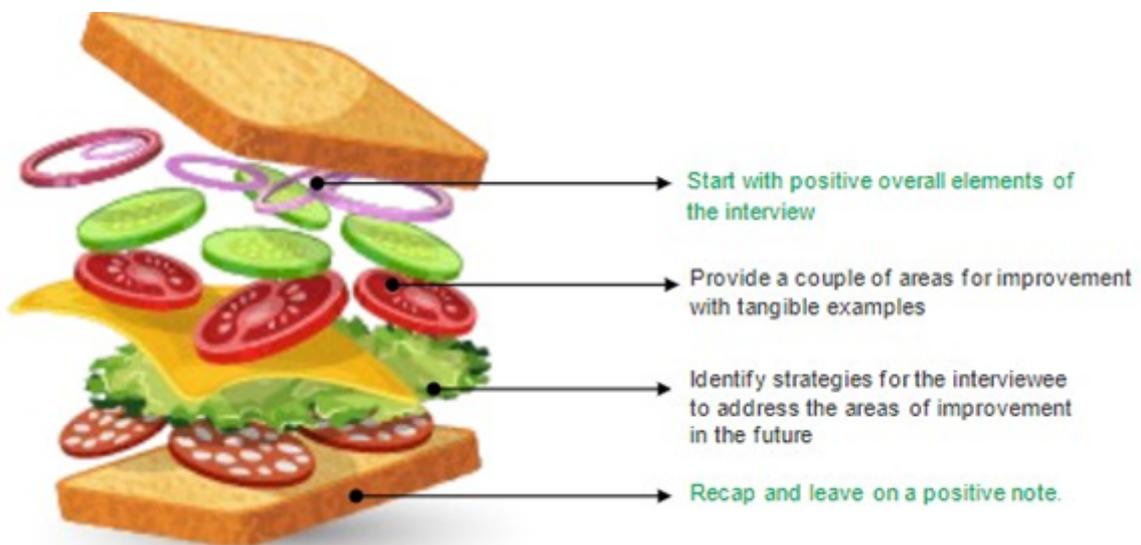
Criteria	Meets criteria	Notes
Highly developed interpersonal skills and effective collaborator	✓	<ul style="list-style-type: none"> Great example used by candidate STAR-E approach utilised effectively
Very strong attention to detail and highly organised	✗	<ul style="list-style-type: none"> Did not provide an example of how they align with this criteria It would have been useful for the candidate to utilise the STAR-E approach.

Based on the role description, complete the response grid below with the selection criteria of the role. During the interview, also feel free to write down your preliminary thoughts in the **“Notes”** portion of the grid.

Criteria	Meets criteria	Notes

Providing constructive feedback

Providing constructive and positive feedback can sometimes be a challenge. A way to think of providing positive and balanced feedback is a sandwich approach. A draft script has been provided to demonstrate ways in which you can provide constructive feedback.



Draft script to provide feedback

1. Start positive - set the tone

Thank you for taking the time to participate in today's interview. We appreciate the time that you have invested and we wanted to provide you with some feedback. How does that sound?

[Pause. Give the candidate an opportunity to respond.]

We would like to start off by congratulating you on getting to this stage of this competitive process. At the interview, we enjoyed hearing about

Insert examples in the text box below.

2. Areas for improvement

You may recall one of the key requirements of this role was

Insert example in the text box below.

3. Offer support

You could strengthen your response next time by

Insert example in the text box below.

4. Leave on a positive note

Thank you once again for your time today and we wish you all the best.

Your turn - create your own script

In the text box below, feel free to draw upon the above to create your own personalised script for interviewees.

For further details, please contact:

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