

## Communication Feedback Questionnaire

This questionnaire will help your colleague to improve their communication. Please be honest and constructive in your feedback.

Complete the following table on your colleague's ability to communicate:

**Scoring:** write a score out of 10 that represents their skill level. A score of 10/10 indicates that they are highly proficient.

**Comments:** After you have given a score then provide evidence and examples that demonstrate why you have given this score. Your comments will include what they do well and where they need to improve.

Communication Area	Rating	Comments
I feel they listen to what I have to say.	/10	
Their communication is clear.	/10	
I feel they understand my point of view.	/10	

Communication Area	Rating	Comments
They ask inquiring questions.	/10	
They make effective requests.	/10	
They are able to say no to requests in a gracious and positive way.	/10	
They keep their promises.	/10	
They adapt their communication to suit different people.	/10	

**Thank you!**