**STAR Feedback (Sample)**

The STAR Feedback template is designed to outline either re-enforcing (positive) or re-directing (negative) feedback that needs to be delivered to an employee in support of a change. Once the feedback is outlined, it would then be delivered to the employee in person. It could be delivered via Kudos if it is positive feedback.

**ST:** Describe the situation/task.

|  |  |  |
| --- | --- | --- |
| **Who was involved?** | **Where did it happen?** | **When did it take place?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**A:** Describe the actions that the person did in handling the situation?

|  |  |
| --- | --- |
| **What did the person do?** | **How did they handle?** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**R:** Describe the result that was achieved by the action and the impact (either on you, others or the business

|  |  |  |
| --- | --- | --- |
| **Impact on you** | **Impact on others** | **Impact on business results** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |