



Giving feedback

Homework assignment

Giving feedback to your (PhD) students or technical staff on their behaviour, whether during a yearly evaluation, on their presentations or during meeting is one of the important tasks of a supervisor and often your most important tools to help them achieve the academic objectives. Giving feedback might not be an easy task however. It would help you a lot if you would write down your observations prior to the evaluation.

Where can you start?

Often there is a problem that you would like to address, for instance a specific task that is not carried out sufficiently, a motivation problem or a criterium that the student / technician does not meet (see 'competence definitions for PhD students').

You can start describing the situation. For instance you can ask yourself:

- What exactly is the problematic behaviour (what does the student do / what does the student say) or what kind of behaviour do you miss?
- Or you can ask yourself what is the behaviour I need to assess?
- Do you have any recent example of this?
- What is the effect of this behavior on the PhD project, or on your work/ on the collaboration with the student (and how does that make you feel)?
- Are there any positive remarks that you can make; are there any positive results of this behavior?
- What are your critical remarks; what are the negative results of this behavior?
- In what way would you like the situation to change? What are possible improvements? What could be a first step?

Assignment

Try to describe a situation using the list above. Also check the handout 'Competence definitions for PHD' whether there are any issues that you need to discuss.