



Giving objective feedback is crucial in youth workforce programs to foster growth, improve performance, and ensure fair distribution of stipends. This handout provides guidelines on how to deliver constructive and objective feedback effectively.

Why Objective Feedback is Important

- **Encourages Growth** - Helps youth understand their strengths and areas for improvement
- **Builds Trust** - Ensures feedback is fair and based on observable behaviors
- **Improves Performance** - Provides clear guidance on how to enhance skills and productivity
- **Ensures Fairness** - Aligns stipend distribution with performance and effort

If you'd like more information or resources on how to implement objective feedback, check out our recorded training *Transformative Career Connected Learning: Moving from Wage to Stipend-based Activities* or download the post-training material *Constructive and Objective Feedback* handout. <https://www.c2lphlresourcelibrary.org/virtual-pd-events>

Providing Objective Feedback when Implementing Stipend-Based Activities

Objective feedback is essential in youth workforce programs to promote growth, improve performance, and maintain fairness in stipend distribution. The following guidelines will help you to develop your own custom feedback tool to deliver clear, constructive, and actionable feedback to each youth participant.

Implementing Stipend-based Activities

1. Define Clear Criteria for Stipends
 - Ensure youth understand the criteria for earning stipends (attendance, skill development, engagement)
 - Communicate these criteria at the beginning of the program
2. Link Feedback to Stipend Distribution
 - Provide feedback that directly relates to stipend criteria
 - Explain how their performance impacts their eligibility for stipends
3. Maintain Transparency
 - Keep records of youth performance evaluations and stipend distributions
 - Ensure the process is transparent and youth have access to their performance data or report
4. Provide Opportunities for Improvement
 - Offer additional support, training, or resources for youth to meet stipend criteria



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- o Encourage a growth mindset by framing feedback as a pathway to earning stipends

Steps to Creating Your Feedback Tool

Creating a feedback tool provides a structured framework that you can tailor to fit the specific goals, skills, and stipend criteria of your program. Below you will find steps to guide you in defining categories and criteria that reflect your unique objectives, give clear feedback that aligns with your program’s standards and supports youth development effectively.

Step 1 - Define Key Components for Your Feedback Tool

- o Criteria-based Performance Categories - Define the main areas for feedback, such as;
 - o Attendance (punctuality, attitude, decorum, etc.)
 - o Skill Development (gaining technical skills or soft skills such as communication)
 - o Engagement (participation, performance, teamwork)
- o Performance Rating Scale - Choose a simple rating system, such as a scale from 1 to 5, where each number represents a level of performance (1 = Needs Improvement, 5 = Excellent)
- o Feedback Model for Structured Feedback - Base each entry using the feedback framework/model of your choosing, provide specific and objective insights
- o Stipend Eligibility Tracking - Include a section that records performance related to stipend criteria, which may include attendance, engagement, and project participation/completion.

Step 2 - Develop Specific Criteria for Each Category

- o Define Behaviors for Each Category - List specific, observable behaviors that align with each performance category.
 - o Example for Professionalism - “Arrives on time prepared for the group/day’s tasks”
 - o Example for Engagement - Youth contributes to discussions and group activities”
- o Link Criteria to Stipend Requirements - Note how each criterion connects to stipend eligibility, so feedback aligns with stipend or incentives.

| Category | Feedback Model | Rating | Notes for Improvement | Stipend Eligibility |
|----------|----------------|--------|-----------------------|---------------------|
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| Criteria | Date and setting | Elements of the Feedback model being used | Description of impact | 1-5 | Actionable feedback for improvement or praise | Meets stipend criteria (Y/N) |
|------------|--|--|---|--------|--|------------------------------|
| Category | Feedback Model <i>Situation-Behavior-Impact (SBI) is used in the examples</i> | | | Rating | Notes for Improvement | Stipend Eligibility |
| Attendance | <i>Situation - During Monday's 10 am meeting</i> | <i>Behavior - Youth's third time arriving 20 minutes late and wasn't prepared with their materials</i> | <i>Impact - This delayed the group meeting start and affected team's ability to review the project timeline efficiently</i> | 2 | <i>Aim to arrive on time with materials prepared. Communicate with program supervisor about issues with transportation. Set a reminder to review project notes the night before.</i> | No |
| Engagement | <i>Situation - Thursday's team discussion on project roles</i> | <i>Behavior - The youth actively contributed ideas and helped clarify tasks for the group</i> | <i>Impact - Improved team understanding of roles and increased team morale</i> | 4 | <i>Keep up the active participation and encourage others to share ideas</i> | Yes |

Additional Tips for Effective Use

- Balance Positive and Constructive Feedback: Include praise for strengths alongside suggestions for improvement to build confidence.
- Set SMART Goals: Add a section for setting Specific, Measurable, Achievable, Relevant, and Time-bound goals, especially for areas that need improvement.
- Follow Up Regularly: Schedule follow-up meetings to discuss progress, adjust goals, and provide further support if needed.



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- Add a summary section to ensure that the feedback you share is clearly stated and is plainly states if the youth will receive a stipend or incentive.