

Swift Occupational Ability

Feedback Checklist - Feedback One

Delegate Name: _____ Date: _____

Checklist	Comments
Introduction: Self, purpose – yours/theirs, timings, notes – you/them, confidential, data storage, two-way session.	
Tests completed: Reminder, avoids jargon, why used tests, link to job role, how long results valid. Discusses test validity in layman's terms.	
Invites questions: Checks understanding.	
Candidate's experience: How found test session, self-evaluation – test like/disliked, their background.	
Comparison group: How scored, composition.	
Total score: Percentiles/behavioural terms.	
Sub-scores: Percentile/behavioural terms.	
Aptitude and pace: Describes Pace using non-technical terminology.	
Candidate's response: Asks for reaction.	
Use of jargon: Appropriate language used.	
Remains objective: Non-judgemental language, ask vs. tell.	
Invites questions/checks understanding: Open questions, sandwiching.	
Links results to other relevant information: Summary and conclusions.	
Comments on general style: Builds rapport, uses appropriate style.	

Tutor Name: _____