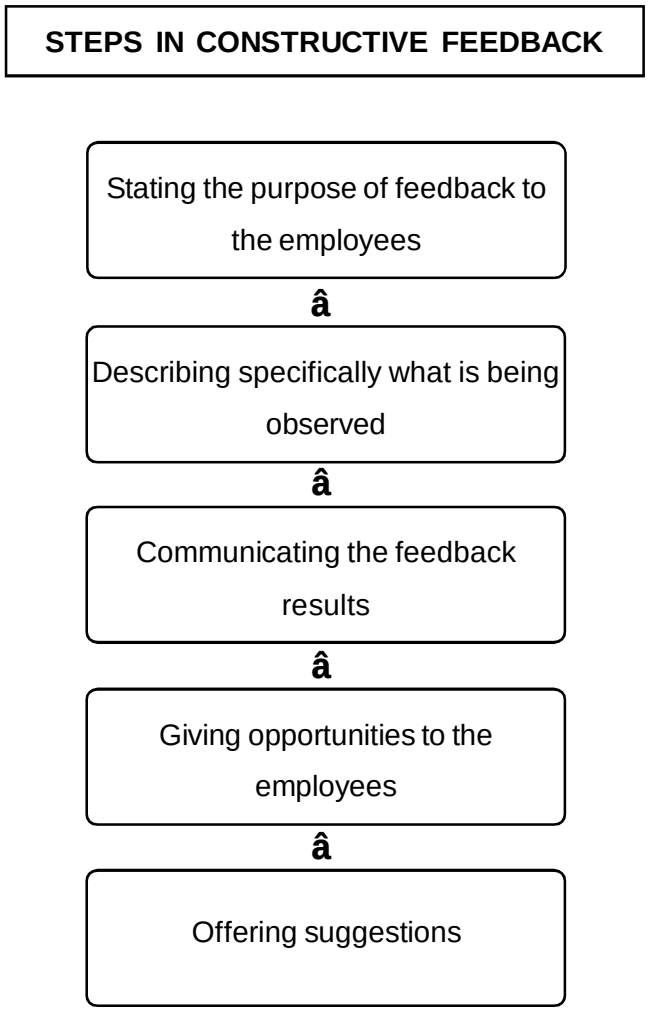


Let us now discuss the steps in the process of constructive feedback:

- **Stating the purpose of feedback to the employees:** The first step in the process of constructive feedback is stating the very purpose and objective of conducting feedback to the employees. The evaluates should know that their performance and activities will be supervised and reviewed and what advantage it is going to bring to the employees and to the organization as well.
- **Describing specifically what is being observed:** The evaluator after the process of evaluation before giving feedback should let the employees know what the former has observed and under what circumstances and situations the activities were observed.

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