

Preparing Written Comments

■ Good narrative comments are:

- Constructive
- Concise
- Specific
- Actionable

■ Review the learning objectives and desired competencies for the rotation.

■ What is the learner doing well?

Describe specific skills or behaviors you observed which illustrate that the person has met expectations for one to two learning objectives.

■ What could be improved?

Describe specific skills or behaviors you observed which you feel that the person should further develop before the next level of training.

■ Consider modifiers:

- Time: Consistent, reliable, making progress
- Accuracy: Precise, complete, comprehensive
- Organization: Organized, systematic, logical
- Presentation: Clear, articulate, expressive
- Lifelong learning: Insightful, responsive, demonstrating initiative

■ Avoid vague, global statements, such as “great to work with” or “good student.”