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.”**