



Stony Brook
University

THE OMBUDS OFFICE

*We're here to listen with an open mind.
We're here to help resolve problems fairly.*

stonybrook.edu/ombuds • (631) 632-9200

Confidential Impartial Informal Independent

WRITING A REBUTTAL

We all have some room for improvement, but no one likes to receive a poor performance review! Sometimes criticism can be applied unfairly. If your evaluation contains misleading or inaccurate statements, you should answer them in a rebuttal letter. The first thing to do is to stay calm and rational. Take some time to gather and organize your thoughts and evidence before you craft your written response. Failure to submit a rebuttal may be seen as your acceptance of the evaluation's accuracy.

AN EFFECTIVE REBUTTAL:

- ✓ *Is professional, accurate, clear, and brief as possible*
- ✓ *Reinforces the positive comments from the evaluation*
- ✓ *Acknowledges suggestions given to you*
- ✓ *Avoids attacking the evaluator*

You should also:

- ✓ *Request the response be attached to the evaluation*
- ✓ *Check for spelling, grammatical and punctuation errors*
- ✓ *Submit the rebuttal as soon as possible or by the deadline*

No matter what happens with the review rebuttal, you should think about your next evaluation. Consider asking your manager for regular meetings so that you can come to a mutual understanding about your accomplishments and how you are meeting expectations. Document your achievements and keep copies of emails and/or memos acknowledging your work so that you can refer to them in the future if needed.

BE SURE TO KEEP A COPY OF THE REBUTTAL FOR YOUR RECORDS !

©2015 Maureen Brower

