Asking for Feedback About Job Performance

The steps are:
1. Identify an area of your job that you would like some feedback about.
2. Request feedback from the appropriate person. Say something like:
   “I’m interested in knowing how you think I am doing with ______. I would like to talk to you about it when you have a chance.”
3. Listen carefully to the person’s response, especially any suggestions that they may make.
4. If you do not understand the suggestions, ask the person to clarify them.
5. Thank the person for their time.

Name: ___________________________ Date Assigned: _________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: __________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________ Location: _______________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective