The steps are:

Step 1. Identify an area of your job that you would like some feedback about.

Step 2. Request feedback from the appropriate person. Say something like “I am interested in knowing how you think I am doing with _______; I would like to talk to you about it when you have a chance.”

Step 3. Listen carefully to the person’s response, especially any suggestions that he or she may make.

Step 4. If you do not understand the suggestions, ask the person to clarify them.

Step 5. Thank the person for his or her time.

Name:_________________________ Date Assigned:_________________________

Person Assisting with Outside Practice:

Skill Being Practiced:

Brief description of assignment (my plan):

Date practiced:_____________ Location:________________________

Briefly describe what took place:

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

___1. not at all effective
___2. a little effective
___3. moderately effective
___4. very effective
___5. highly effective