

Social Skills Outside Practice Record

Asking for Feedback about Job Performance

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