

How to Get Feedback on Your Work Performance from Your Supervisor

Before the conversation with your supervisor

1. Reflect on your experience in your current role.
 - a. What seems to be going well? What do you enjoy doing?
 - b. What challenges have you been facing?
 - c. Are there areas of your job that you aren't sure if you are doing well or not?
2. Reach out to your supervisor and schedule a time to discuss.
 - a. Explain to your supervisor that you want to make sure that you are performing all aspects of your job well and are looking for some feedback to help you improve.
 - b. Make sure you schedule a time when your supervisor does not feel stressed or overwhelmed—do not schedule the meeting right before a hard deadline!

During the conversation with your supervisor

Review the following outline to get an idea of how a conversation with your supervisor might go. Remember, your needs are unique to you, so tailor the conversation to best reflect your needs!

1. Express appreciation for your supervisor taking the time to meet with you.
2. Feel free to share any reflections about your experience in the role so far (see “Before the conversation with your supervisor” above) and ask for their input. Examples include:
 - a. “I am really enjoying doing [XYZ] in the role and feel confident in my work so far—do you agree that I am performing well? Is there anything that I could be doing to make my work even better?”
 - b. “I am really struggling with completing [XYZ] and seem to get stuck when it comes to [ABC]—do you have any suggestions for how I can improve?”
 - c. “I keep doing [XYZ] but I am not sure if I am doing it correctly—do you have any feedback?”
3. Ask for their general input. What things does your supervisor think you are doing particularly well? Are there areas where you should be working to make improvements?

4. Ask what can be done on your end to make improvements. Are they able to support you in this? What can they help with?
5. Agree on next steps if possible.
6. Thank them for their time and willingness to explore your performance with you and reiterate your commitment to doing your job well.

After the conversation with your supervisor

1. If you have agreed on next steps that require your initiative, start on them promptly. Following your completion of those steps, ask your supervisor when you should meet again—remember, professional development conversations should be ongoing!
2. If your supervisor has agreed to do something for you, feel free to gently check in with them after a few weeks if they have not followed through yet.