# How to Get Feedback from your Manager

## How when, why, and how often to seek feedback

1. How often

- As often as you’ve completed a discrete project

- For longer projects, you’ll want to seek feedback maybe every 10 weeks or so

- Enough work has been done to be able to provide feedback

- Don’t want to go too long without feedback because you’ll want to correct any bad habits so you can get better and get positive feedback for your record

2. How to seek feedback

- Email is a nice way to broach the topic

- Sometimes your email may be overlooked, so then follow-up in person

- Or ask that your company institute a formal system for seeking immediate feedback on assignments—makes it easier to get consistent feedback

- Ask questions regarding how you can improve—do anything differently?

3. Why seek feedback?

- First, it allows you to improve any bad habits.

- But it also allows you to continue good habits

- It shows your dedication to your work and your organization!

- Makes boss happy to see your engagement and improves perception of you

- It builds rapport with your managers—they know you’re open to feedback and you’re a team player

4. What if you don’t think feedback is right or fair?

- Listen to it anyway with intention to understand, NOT TO RESPOND

- If feedback is too generic or questionable, ask more specific questions to narrow things down

- If the feedback is totally off point or harsh, don’t get angry, but ask for a follow-up time to discuss

- Gives you cool off time; time to gather your thoughts in logical, persuasive manner

- If you continuously get inaccurate feedback, you may make note of it and include reasons for your position

- Put this information in your self-evaluation, performance review