Asking your supervisor for assistance can seem intimidating, but supervisors are here to support you and help you succeed in your role. This document outlines some helpful tips on how to approach your supervisor for help.

**Asking For Help Is Normal**
At some point in your student position you will need help from your supervisor or colleagues. Whether you are new to the job or have been employed for years, new or challenging tasks and situations can come up at any time. If you are unable to complete a task on your own or do not know how to move forward in a situation, don’t hesitate to ask for help. Your supervisor would prefer to have you ask for help rather than performing a task the wrong way or providing a customer with an incorrect answer. Asking for help could help prevent major mistakes.

**How Should You Ask For Help**
- Determine how you will approach your supervisor, whether it will be by phone, email, or in person. Your decision may depend on factors like how your supervisor prefers to communicate, how serious and urgent the issue is, how fast a response is required, and how busy your supervisor may be with other things.
- Prepare to thoroughly explain the situation you need help with. Giving your supervisor any necessary background information and an explanation of the present situation will allow them to better help you. Be able to show that you did what you could on your own first - this will help your supervisor see that you are committed to being a part of the solution.
- Depending on the situation, your supervisor may give you help in different ways such as showing you how to perform a task, explaining it to you verbally, or encouraging you to be persistent in figuring it out. If you need more help than what your supervisor gives you at first, let them know - they may not realize unless you communicate that you are still unsure how to proceed.

**Make Good Use Of The Help You Are Given**
Not knowing how to resolve something the first time is completely normal, but repeatedly asking your supervisor for help on the same issue can become problematic. This behavior could be perceived as a lack of motivation or unwillingness to learn. Try taking notes to help you remember how your supervisor found a solution, or work to develop the skills that will help you face similar situations on your own. Talk to your supervisor about ways you can develop your skills and continue to grow in your position with their support.

**More Resources:**
- the muse: How To Bring a Problem to Your Boss (Without Looking Helpless)
- Fast Company: How To Ask Your Boss For Help Without Sounding Incompetent
- skillcrush: The 10 Best - And Worst - Ways to Ask A Super Busy Boss For Help