Asking For & Receiving Feedback

As daunting as asking for and receiving feedback can be, it is vital for professional development and a good work culture. Think of feedback as a two way street: if you know what type of feedback you are looking for, this will help your employer figure out the best way to provide you with constructive feedback that will help you grow and succeed in your role. This document outlines some tips on why feedback is important and how to use it to your benefit.

Why Is Feedback Important?
Some specific reasons why asking for and receiving feedback is important are:

- **It’s Effective:** Asking for feedback helps prevent non-constructive criticism because it offers both giver and receiver more emotional safety than a giver-led approach.
- **It Promotes Growth:** Asking for feedback results in continuous improvement. A willingness to always learn and grow in your role is the mark of an excellent employee.

Asking for Feedback

- **Ask Often:** Asking often for feedback will allow you to change your behavior more quickly and your manager will be able to better assist you in improving your performance.
- **Be Specific:** To prevent your feedback from being too broad, try your best to be specific. If you are looking for feedback on your most recent project, ask specifically about that.
- **Ask Multiple People:** Asking multiple people for feedback can help you develop a more holistic view of your work. It gives you the chance to see how different people perceive what you are doing, so you can better work with and meet the needs of all people.

Receiving Feedback

- **Reflect:** Take time to think through your feedback and try to apply it to your future work.
- **Ask Questions:** If the feedback you receive doesn’t make sense to you, ask for help clarifying questions to better understand the feedback. The person giving you feedback wants to see you succeed, and may be able to help you come up with an action plan.
- **Remember, It’s Nothing Personal:** It can be really hard to hear constructive feedback, even when it comes from someone who is just trying to help. Remember, the feedback you receive is only about your behaviors or actions, not about your personal worth. If you feel like the feedback you receive is too personal or inappropriate, you have support resources available to you. Please view the [GW Human Resources Policies](#). Get in touch with your department’s [HR Representative](#) as well as Student Employment if you would like to speak about the issue.

More Resources:
- [Cutting Edge: The best ways to ask for feedback at work](#)
- [Buffer: How to Give and Receive Feedback at Work: The Psychology of Criticism](#)
- [The Muse: Taking Constructive Criticism Like A Champ](#)
- [Linked In: Building Emotional Safety at Work](#)