

ACE YOUR SUMMER INTERNSHIP // SUMMER FEEDBACK CHECKLIST

WHEN TO ASK	WHAT'S GONE WELL	WHAT I CAN IMPROVE
<input type="checkbox"/> 2 WEEKS IN		
<input type="checkbox"/> MID-SUMMER		
<input type="checkbox"/> AFTER BIG PROJECT #1		
<input type="checkbox"/> AFTER BIG PROJECT #2		
<input type="checkbox"/> AFTER A TIME WHEN YOU THINK YOU COULD HAVE DONE BETTER		
<input type="checkbox"/> END OF SUMMER		
OTHER		

TIPS FOR ASKING & RECEIVING FEEDBACK	
<p>DO</p> <ul style="list-style-type: none"> <input type="radio"/> Keep an open mind <input type="radio"/> Take notes so you can review and reflect later on <input type="radio"/> Ask questions (i.e. “do you have any suggestions on how I could have done that differently” or “can you give me an example of what you mean by that?”) <input type="radio"/> Prepare before for formal reviews (come with your own thoughts on what you think is going well and what you’d like to improve) 	<p>DON'T</p> <ul style="list-style-type: none"> <input type="radio"/> Be defensive <input type="radio"/> Interrupt <input type="radio"/> Blame others <input type="radio"/> Get stuck on it