

Negative Feedback: 8 Ways To Use It Constructively



Marie Raperto, [The Hiring Hub](#)

Negative feedback is something we are all going to face at some point in our career. It can be crushing to your ego. Using it to your advantage is how to make the negative, positive. So you have been called into your managers office, here's what to do:

1. **Listen.** Don't talk or try to interrupt the person speaking. Try to understand what their concerns are. Also try to remember that this is not easy for them either. If the negative feedback was delivered over email or social media, take a step back and don't respond immediately.
2. **Use active listening.** What is the real concern? Why is the person reacting this way? Put yourself in the person's shoes and you may understand what and why they are bringing this up.
3. **Accuracy.** Do you feel the negative feedback is true? Sometimes it is worth it to ask friends and trusted co-workers what they think.
4. **Respond.** Go over the concerns so you are sure of the issues. You can agree or disagree and give your reasons why. Remember to be very professional and not emotional. If you don't understand the issues, ask for time to think about what was said and set a date to

meet. If you are comfortable with the issues, talk about the steps needed to fix them.

5. **Leave.** Thank the person and ask if you can come back if you have additional questions/concerns.
6. **Plan.** Even if you decided on a plan in the meeting, take the time to build a plan of your own. Is this something that is happening only in the office, only with one employee/client?
7. **Be upbeat.** This has happened to everyone. Even if you believe it to be unfair or untrue, don't let it ruin your self-confidence. Keep working on the issues and keep trying your best. Being angry or stressed is a normal reaction. Take it in stride and move on.
8. **Learn.** Whether you agree or not, learn from the feedback. What did it tell you about yourself, others and how can you avoid it in the future.