

Topic	Notes
<p><u>Self-Evaluation</u></p> <ul style="list-style-type: none"> • Reflection on past year • Supervisor perspective • Feedback • Development & growth 	
<p><u>Questions to Think About:</u></p> <ol style="list-style-type: none"> 1. What were your successes from the past year? 2. What challenges did you face? How did you respond to them? 3. What do you think you could have done better? 4. What would you like to accomplish or focus on in the future? 	
<p><u>Documentation</u></p> <ul style="list-style-type: none"> • Notes throughout the year in the online system • Feedback from supervisor • Awards, kudos & recognition • Special projects • Training classes & workshops • Accomplishments • STAR 	
<p><u>STAR Example</u></p> <ul style="list-style-type: none"> • Situation or Task • Actions • Results 	
<p><u>Assess Yourself</u></p> <ul style="list-style-type: none"> • Last year's PE • Met expectations • Exceeded expectations • Objectives not met 	



Topic	Notes
<p><u>In the Meeting</u></p> <ul style="list-style-type: none">• Be prepared• Bring documentation• Questions you'd like asked• Goals and plans for next year• Discuss supervisor's assessment• Specific• Perspective	
<p><u>Difficult Conversations</u></p> <ul style="list-style-type: none">• Tough feedback• Examples & situations• Ask questions to clarify• Focus on the future• Surprised by a comment• Focus on the situation• Process & reflect	
<p><u>In the Meeting</u></p> <ul style="list-style-type: none">• Be prepared• Bring documentation• Questions you'd like asked• Goals and plans for next year• Discuss supervisor's assessment• Specific• Perspective	
<p><u>Wrap Up</u></p> <ul style="list-style-type: none">• Review successes and challenges• Gather documentation and stores about my work• Assess my own performance• Have a list of questions I'd like answers to• Be prepared to receive and respond to feedback.	

Topic	Notes
<p><u>Additional Information</u></p> <ul style="list-style-type: none">• Performance Evaluation website http://www.uky.edu/pe/• Documentation Tips http://hr.uky.edu/TandD/documents/DocumentationTips.pdf	