Office of Human Resources

Human Resources is pleased to offer the following workshop:

**For Non-Managers: How to Make the Most of Your Performance Review**

It is once again time for annual performance reviews. This workshop will provide employees with the tools and information necessary to make the most out of your performance review. Participants will learn the following:

- How to accurately document your performance
- Creating a “Yay me!” file highlighting your accomplishments
- Thinking about what would be helpful for professional growth
- How to have a productive conversation with your supervisor

The workshop will be offered as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 6</td>
<td>12:30 pm-2:30 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Thursday, March 6</td>
<td>12:30 pm-2:30 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Monday, March 10</td>
<td>10:00 am-12:00 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Wednesday, March 26</td>
<td>10:00 am-12:00 pm</td>
<td>HR Conference Room</td>
</tr>
</tbody>
</table>

*Light refreshments will be served*

**To register for a workshop, please choose from one of the following options:**

1) Workshop I – Thursday, February 6, 2014 click on this link:


2) Workshop II – Thursday, March 6, 2014 click on this link:


3) Workshop III – Monday, March 10, 2014 click on this link:


4) Workshop IV – Wednesday, March 26, 2014 click on this link: