

Process: This process is used to add goals and activities to your performance evaluation for the year.

Role: Nursing Employees

Frequency: When needed

Navigating to the Performance Evaluation		
On CareWeb , click on MyUK Portal under the Professional Links section	Oreaxesc and funct. Oprobate Registration deadline: August 31, 2011. PROFESSIONAL LINKS Read more Chart Components Order List 07/20/2011 - KY Trauma & Emergency Medicine Symposium Chart Components Order List SAVE THE DATES!! November 2-4, 2011 Job Opscriptions The Kentucky Statewide Trauma and Emergency Medicine Symposium Ubrary Leadership/Training Resource Ubrary Leadership/Training Resource MyUK Portal Nini event will be sponsored by University of Louisville, KY. This event will be ponsored by University of Louisville, KY. Noncital_Koesit_Childron's Meental_University.of Kantucky. NDNQI Pressure Ulcer Modules	
OR	OR	
On the main UK home page (<u>http://www.uky.edu/</u>), click on link blue	ors & Parents Faculty & Staff Academics About (K link blue) Alumni Community & Engagement New Media Site Index Search	
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Click Employee Self-Service	Launch Pad Employee Self-Service Student Services Student Adr IRIS Systems IRIS Systems	



Click Performance Management	ce Test Manager Self-Service Student Services Student Administration Financial Aid V prmation I Trainin Performance Management I History Bac bout Performance Management Complete and review your performance appraisals.
Under the category of Appraisal Documents , select Appraisal Documents	Talent Profile Talent Profile Please enter you talent management relavant data, eg. work expierer career goals, mobility. Appraisal Documents Appraisal Documents View or update existing performance management documents
Click on the document under Appraisal Document Name Note: Document will open in another window.	oraisee Name I Appraisal Document Name F issa Ann Curry Reedy Registered Nurse PE 0
Goals and Activities Tab	
Click Goals and Activities	b Function II Goals and Activities
You will be able to see any goals or activities that have been added by your manager	Registered Nurse PE Essential Job Function I Essential Job Function II C 3 Goals and Activities 3.1 List below any professional goal(s) you have for the upcoming year. 3.2 List below the activites you will complete in order to achieve each goal above. 3.2 List below the activites you will complete in order to achieve each goal above.



Enter any additional goals into the **Note Activities** text box

ote Activities: omplete 6 hrs of CEU course(s)	

Saving as a PDF file (Preferred Method)

Note: You may want to save your document to your desktop as a pdf if you have Adobe Acrobat on your computer.

Click Print	Appraisal Docu Print Action Log
When the print preview opens, click on the printer icon to print the pdf file	Print Preview
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