**WHERE TO FIND STAR’s**

Just as stars in the night sky can be found by looking in the right direction, so also your STAR’s require looking in the right places to see them. Begin by asking what experiences, both work related and life related have made you happy, pleased or proud. Then look at what actions you took in each experience… and **what results occurred because of your actions**. Also your performance appraisals may point you to some STAR’s.

Another key way is utilizing a Best Practice in good research – asking the right questions. Below is a starter list to get your mind going in the right direction.

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# Did you:

* Achieve more with the same resources ?
* Improve operations or make things easier or better ?
* Surpass accepted standards for quality and/or quantity of performance ?
* Do research that clarified or synthesized issues ?
* Solve difficult problems ?
* Develop, create, design or invent a program, procedure or protocol ?
* Prepare original papers, reports or articles ?
* Increase revenue or reduce expenditures ?
* Demonstrate leadership at a crucial time ?
* Take initiative in confronting problems, opportunities, or challenges ?
* Participate in technical contributions or in an important project where your input was key to success ?
* Find a way to streamline service to customers ?

# Have you:

* Reflected on your work (paid & volunteer) that made you happy, pleased or proud ?
* Looked at your Performance Reviews and Awards for specific details ?
* Talked with your supervisors, co-workers or friends who know the work/projects/assignments you’ve done ?

11/09