WHAT IS A CAREER CONVERSATION?

A focus on future development and planning, not a review of past performance.

April 1 to June 30
CAREER CONVERSATIONS PROCESS MODEL

1. **KICK-OFF**
   Employee independently completes Career Conversation self-reflection and planning sections.

2. **REVIEW**
   Supervisor reviews the form and prepares notes in advance of the Career Conversation meeting.

3. **CONVERSATION**
   Employee and supervisor have a live, face-to-face (in-person or video call) conversation about the employee’s plans for development and growth over the next year.

4. **SUMMARY**
   Supervisor makes final comments, signs the document, and returns it to the employee for final review.

5. **UPLOAD**
   Employee reviews the supervisor's comments and signs the form. Once signed, they upload the completed form to UAccess where it is approved by the supervisor.
Why upload to UAccess
1. Easily accessible and secure repository.
2. Allows staff and supervisors to revisit the document during follow-up conversations.
3. Documents remain with an employee, even if they change positions or report to a new supervisor.

There are three easy ways to sign the Career Conversation document:
1. Sign the form physically and scan it. Upload the scanned document to UAccess.
2. Type names directly into the form. The employee uploading the document to UAccess and you approving it will act as signature verification.
3. Use Adobe Sign. Instructions can be found on the Career Conversations webpage.

What should be uploaded?
1. Any career planning document your unit uses.
2. Please provide your staff with supplemental guidance if your unit prefers a method different to Career Conversations.
SET SMART GOALS FOR SUCCESS

• Share at least 3 goals you will work toward during the 6-12 months.
  • As part of each goal, indicate how it aligns with the goals of your College/Division/Department or the University Strategic Pillars.
  • Note which of the University Values you will embody in achieving each goal.
  • Consider if any LinkedIn Learning classes or other professional development opportunities may help you meet your goals.

*New This Year*

• If you have a flexible work arrangement, review how this has supported your goals and work with your supervisor. If you want to explore a more flexible work arrangement and your role allows for it, please schedule a separate meeting to review your options with your supervisor.
  • Please consider proximity bias, equity with other employees, and other factors when developing flexible work arrangements.
ANALYTICS DASHBOARD

Run reports in Analytics to see who on campus has uploaded their Career Conversation to UAccess and whether the transaction has been approved by their supervisor.

You will NOT have access to the Career Conversation documents themselves; they are confidential.
TROUBLESHOOTING

**Website:**  https://hr.arizona.edu/career-conversations

**UAccess Uploading issues:** email employeeselfservice@arizona.edu

Analytics Report:

**Requesting provisioning or get trained in Analytics:**
https://uair.arizona.edu/content/uaccess-analytics.

**Book office hours with UAIR or get general help:**
https://uair.arizona.edu/content/contact

**Questions about Career Conversations process:**
email Julie Forster at forstejm@arizona.edu
YOUR NEXT STEPS

1. Connect with your leadership to see if your unit has a different or supplemental process to Career Conversations
   If so, be prepared to share that with your direct reports.

2. Get Career Conversations meetings on your calendars
   Schedule your Career Conversation meetings and let your staff know how you would like them to prepare

3. Schedule quarterly follow-up meetings now
   Ongoing feedback is key. Make a plan to check in quarterly.