***Below is an email template to send to your team to inform them of the Career Conversations process.   
Please edit to suit your needs and be sure to replace the text in yellow.***

Hi everyone,

The growth and career development of everyone on our team is very important to me. The work you do is so valuable, and I want to understand your needs and goals so I can better support your success. That is why I would like us all to engage in the [Career Conversations](https://hr.arizona.edu/career-conversations) process over the next several weeks.

The first step is for you to download and complete the [Career Conversation form](https://hr.arizona.edu/sites/default/files/Career_Conversations_Form.docx). Please fill it out as completely as you can. I am excited to review and celebrate your accomplishments and strengths, and to learn more about and discuss your goals for the upcoming year.

In preparation to complete the form, you may want to review your current job description, previous Career Conversation forms in UAccess, our division goals, and the job descriptions of any roles you might like to hold in the future. This information will give us an excellent foundation for discussing how to move forward with intention. In addition, you may want to avail yourself of the [SMART Goals template](https://hr.arizona.edu/sites/default/files/Smart-Goal-Setting-Template_rev%202021.pdf) and list of [University Pillars and Values](https://hr.arizona.edu/sites/default/files/Pillars%20and%20Values%20Reference%20Guide.pdf).

Please email your completed form to me by X DATE. I will then review each of your forms, add my thoughts to them, and return the form to you. We will then meet for X MINUTES to map out your development plan for the next year. After, I will add a final summary for us and you can upload the document to UAccess.

I will reach out to each of you soon to begin scheduling these interviews beginning the week of X DATE. It is important to me that you have adequate time to reflect on your goals and complete the form thoughtfully. In the meantime, please don’t hesitate to reach out if you have any questions or concerns.

Thank you,

YOUR NAME