



Career Conversations is a five-step process. You'll complete the first four steps in **EDGE Learning**. Step five (the conversation itself) happens in October with your supervisor, who will document that it took place at the bottom of your Career Conversations Checklist in EDGE.



Step 1: Self-Reflection

Reflect on your performance during the past fiscal year, July 1, 2025-June 30, 2026. Evaluate the progress made toward your goals, identify any challenges faced, and emphasize the key achievements accomplished throughout the year.

For more support, download the **Year-Round Done List**.

Thoughts/Comments:



Step 2: Self-Rating

Select a rating that best reflects your performance this past fiscal year, July 1, 2025-June 30, 2026. Provide detailed evaluation comments to help your supervisor understand the reasoning behind your chosen rating.

- **EXCEEDING:** Staff meets goals and frequently surpasses expected outcomes. Work positively impacts the organization beyond the immediate team level.
- **MEETING:** Staff consistently meets goals on time and delivers expected outcomes. Work positively impacts the organization at the team level.
- **EVOLVING:** Staff partially meets goals. Opportunities were identified to meet expectations or milestones, but actions were inconsistent or incomplete.
- **DEVELOPING:** Staff does not meet goals. Key milestones were not reached and limited progress was demonstrated during the review period.
- **NOT MEASURABLE:** Performance cannot be fairly evaluated during this review period due to the limited time in role, extended leave or other approved circumstances outside of the staff's control.

Thoughts/Comments:



Step 3: SMART Goals

Set a minimum of three SMART goals to achieve within the next 12 months. These goals should be aligned with your specific role, team initiatives, and the overarching **strategic imperatives of the university**.

For more support, download the **SMART Goals Starter Kit** and the **SMART Goal Setting Template**.

As you develop your goals, consider:

- How does this goal support your role and your team's priorities?
- How does your team's work contribute to unit, college/division, or institutional goals?
- What will success look like by the end of the year?
- How will you know you are making progress?
- What skills, learning, or support may help you achieve this goal?

Thoughts/Comments:



Step 4: Growth and Development Plan

Craft a detailed growth and development plan for the upcoming 12 months, focusing on the strengths you wish to enhance and the areas you aim to improve. Clearly outline specific, actionable steps to achieve these objectives.

For more support, download the [Growth and Development Plan Reflection Worksheet](#).

As you complete this section, consider:

- What strengths do you want to intentionally leverage or further develop to support your goals?
- What skills, behaviors, or knowledge areas would benefit from additional focus or improvement?
- What changes or new approaches might help you work more effectively?

Thoughts/Comments: