



# CAREER CONVERSATIONS

*March 2022 Supervisors Meeting*



# PURPOSE OF CAREER CONVERSATIONS

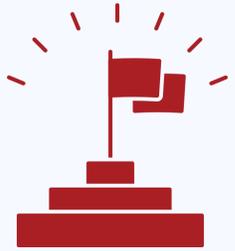
- ✓ Encourage Growth
- ✓ Focus on Achievements
- ✓ Learning and Development
- ✓ Career Aspirations
- ✓ Self-Reflection
- ✓ Positive Feedback
- ✓ Constructive Feedback

# CAREER CONVERSATIONS PROCESS MODEL

- 1 KICK-OFF**  
Employee completes Career Conversation self-reflection and planning sections.
- 2 REVIEW**  
Supervisor reviews and leaves notes in preparation for the Career Conversation.
- 3 CONVERSATION**  
Employee and supervisor have a 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 their final review.
- 5 SIGN-OFF**  
Employee reviews and acknowledges supervisor comments, offers final remarks, and signs off on the career conversation.

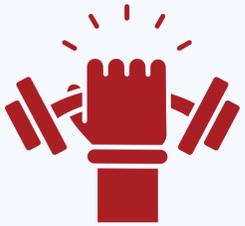
**April 1 – June 30**





## ACKNOWLEDGE YOUR ACCOMPLISHMENTS

Reflecting on the goals you set during last year's career conversation, describe the progress you have made toward achieving them, as well as any other accomplishments over the past year that you would like to highlight.



## HIGHLIGHT YOUR KEY STRENGTHS

Name at least 3 key strengths that make you effective in your role and give examples of how you have applied them.



## MAKE PURPOSEFUL CHANGES

Reflecting on your work and goals, what 3 things will you **do more, do less, start, stop, or change** to be even more effective in your role? Focus on behaviors, best practices, etc.



## SET GOALS FOR SUCCESS

- Share at least 3 goals you will work toward during the 6-12 months.





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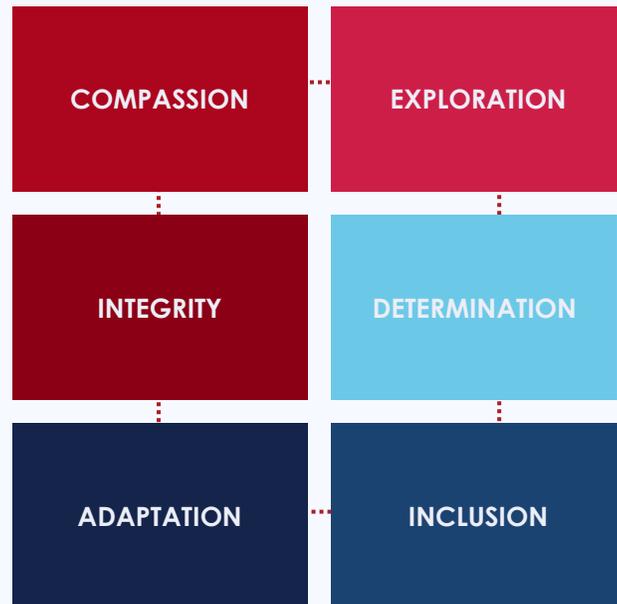
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**Linked**   
Learning

# CONTINUOUS REAL-TIME FEEDBACK



## 1. FEEDBACK

- Feedback and follow-up should be frequent and consistent.
- Feedback in career conversations should not be a surprise, but rather a review of what has already been discussed.



## 2. CHECK-INS

- Regular check-ins make employees feel valued and recognized.
- Regular check-ins keep employees connected to their teams.
- Time should be dedicated to personal goals, training opportunities, career development goals.
- Career conversation document should be revisited at least twice a year to conduct follow up on employee goals.