



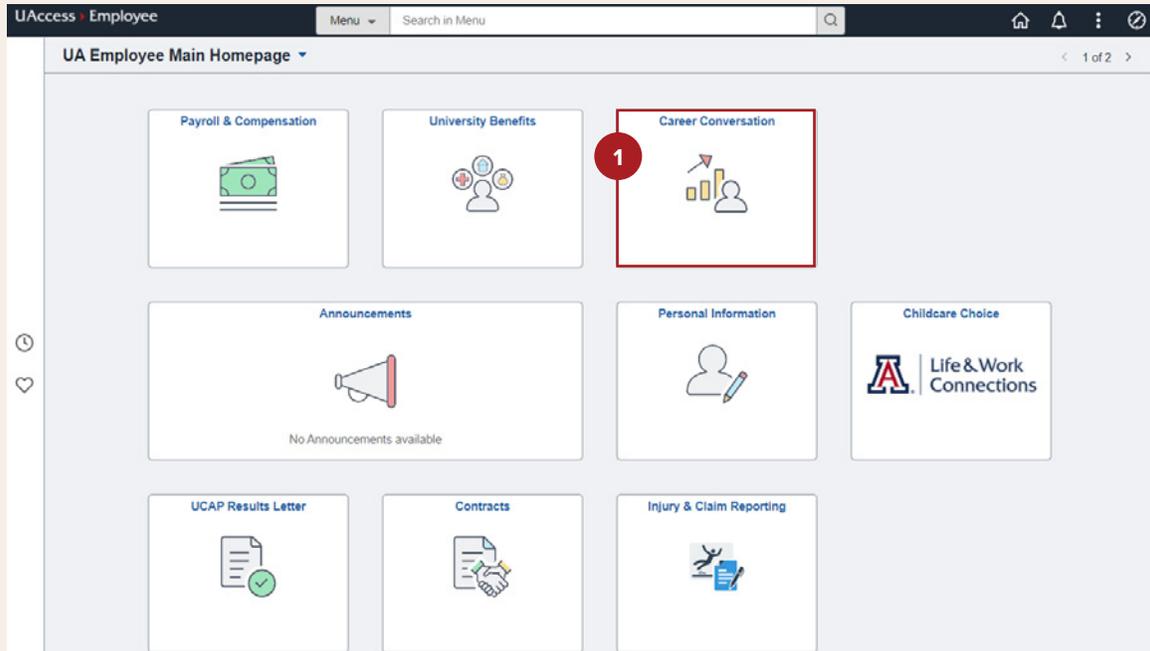
# UAccess Upload Employee Guide

CAREER CONVERSATIONS



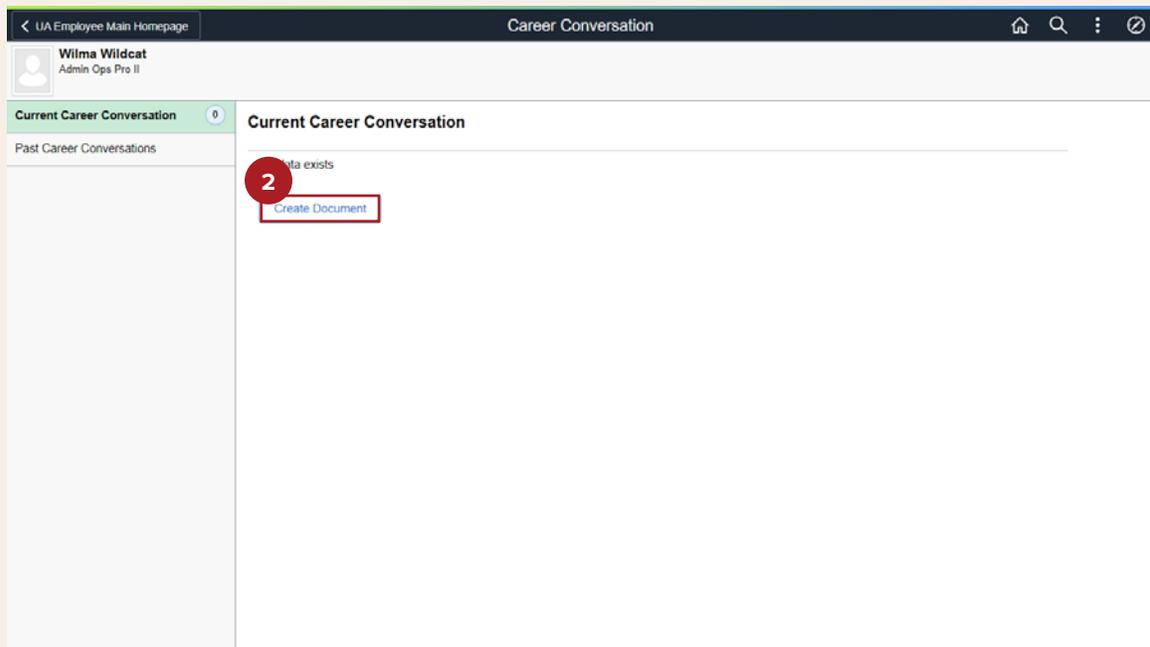
## STEP 1

Log into UAccess and select the “Career Conversation” tile.



## STEP 2

Select “Create Document” to begin the Career Conversation upload process.



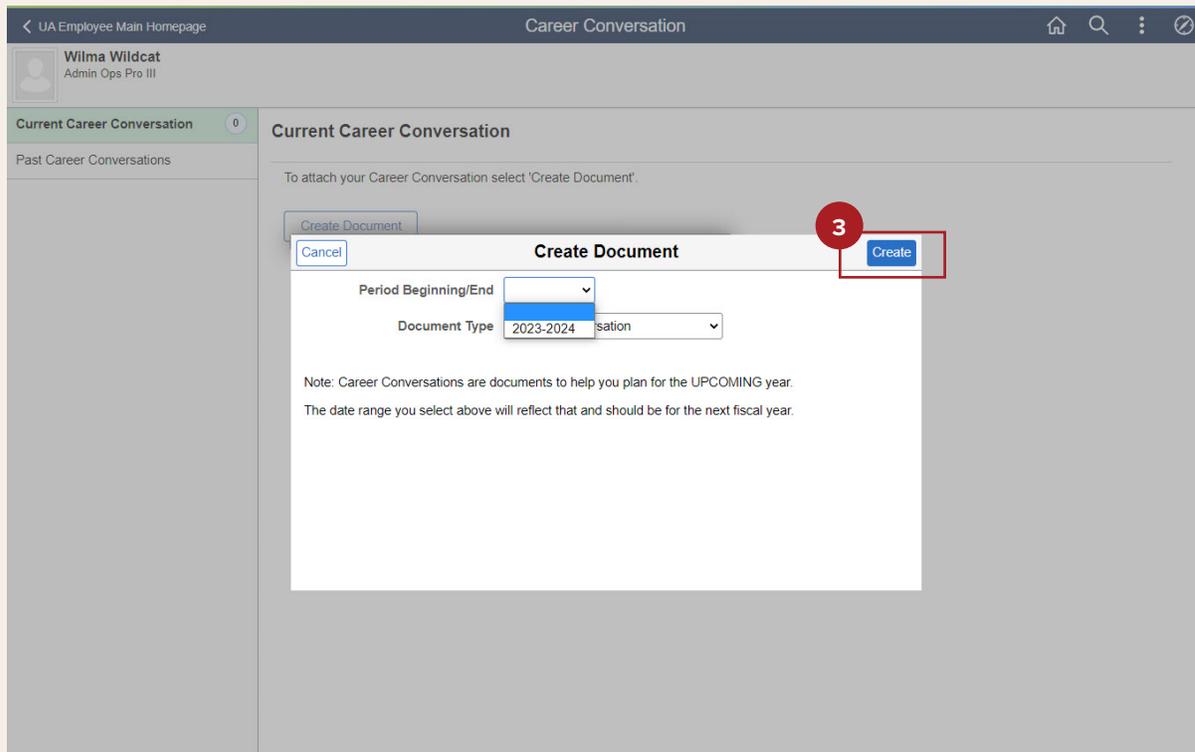
### STEP 3

Click “**Create**” to continue the upload process.

**The dates and document type are autogenerated and should not be changed.**

Career Conversations are intended to help you plan for the UPCOMING year. The date generated in UAccess should be for the upcoming fiscal year.

Note: If you report to more than one supervisor and need to submit multiple career conversations, you should create one for each of your separate job titles.



## STEP 4

Click **"Add Attachment"** to upload the completed Career Conversation form.

The screenshot shows the 'UAccess Employee' interface for a 'Career Conversation' form. The left sidebar contains a 'Steps and Tasks' section with 'Career Conversation Upload' selected. The main content area displays employee information for Wilma Wildcat, including Job Title (Business Manager), Manager (Wilbur Wildcat), and Employee ID (22093304). Below this, there is a section titled 'Attach Your Career Conversation' with instructions. At the bottom, the 'Attachments' section shows 'No Attachments have been added to this document' and a red circle with the number '4' highlights the '+ Add Attachment' button.

## STEP 5

Choose the Career Conversation file you wish to upload and click **"Upload"**. The document should be the final version both you and your supervisor signed after you met to discuss your goals for the upcoming year.

This screenshot is similar to the previous one but includes a 'File Attachment' dialog box. The dialog box has a title bar with 'File Attachment' and a close button. It contains a 'Choose File' button, the filename 'Career Conversation.docx', and two buttons: 'Upload' (highlighted with a red circle and the number '5') and 'Cancel'.

## STEP 6

Once the Career Conversation file shows under attachments, click **“Complete”** to save your upload and send the document to your supervisor.

The screenshot shows the 'Career Conversation' page for Wilma Wildcat. The page includes a sidebar with 'Steps and Tasks' and a main content area with 'Employee Data' and 'Attachments'. The 'Attachments' table shows a file named 'Career\_Conversation.docx' uploaded on 02/03/2022 at 10:52:40AM by Wilma Wildcat. The 'Complete' button in the top right corner is highlighted with a red circle and the number 6.

File Name	Last Update Date/Time	Uploaded By
Career_Conversation.docx	02/03/2022 10:52:40AM	Wilma Wildcat

## STEP 7

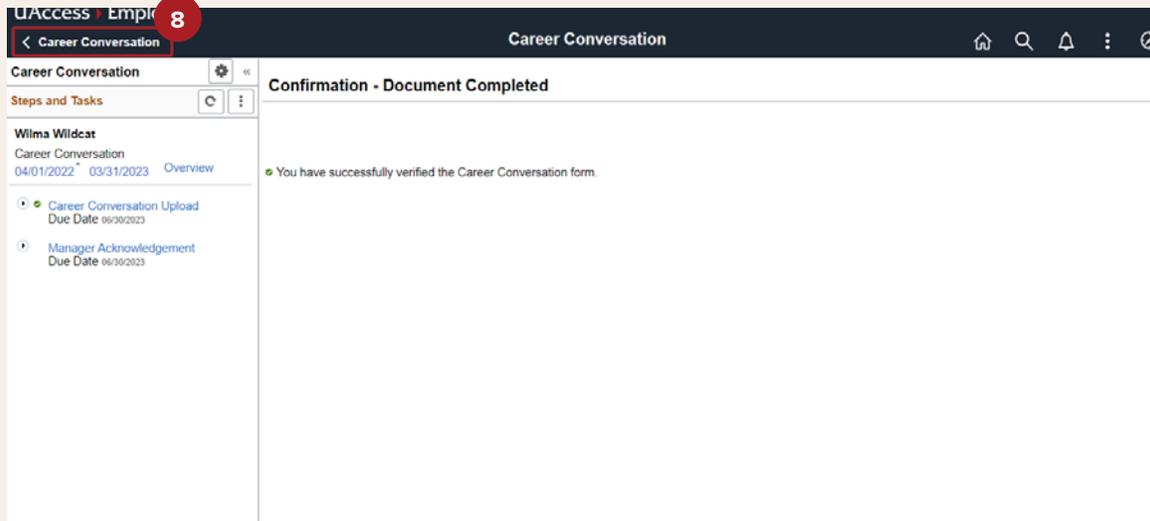
Select **“Confirm”** if you are ready to finalize the Career Conversation upload and send the document to your supervisor.

The screenshot shows the 'Career Conversation' page with a 'Complete Evaluation' dialog box open. The dialog box contains the text: 'You have nearly completed the Career Conversation process. Please select confirm to send the form to your manager.' The 'Confirm' button is highlighted with a red circle and the number 7.

File Name	Last Update Date/Time	Uploaded By
Career_Conversation.docx	02/03/2022 10:52:40AM	Wilma Wildcat

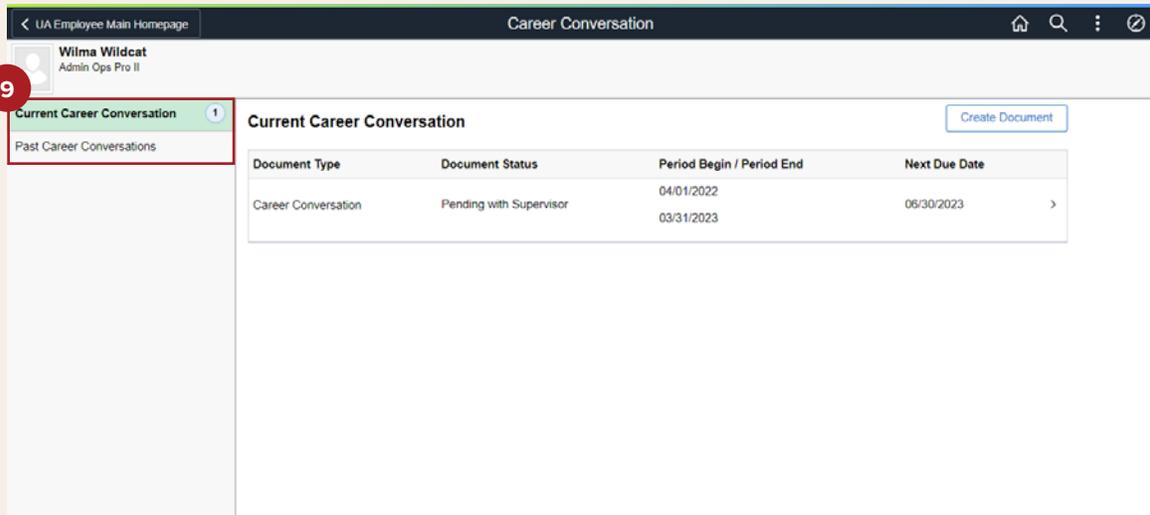
## STEP 8

Congratulations! You have successfully uploaded your Career Conversation form in UAccess. Click on **“Career Conversation”** to go back to the portal where you can manage your Career Conversation documents.



## STEP 9

Once your Career Conversation upload is approved by your supervisor, you can view their comments and additional attachments if applicable on this page. If your supervisor denies the submission, return to Step 1, and upload a new Career Conversation form based on your supervisor's feedback. All approved and canceled Career Conversations can be viewed in the Past Career Conversations tab.



If you have technical difficulties with the UAccess Career Conversation tile, please reach out to [EmployeeSelfService@arizona.edu](mailto:EmployeeSelfService@arizona.edu).