



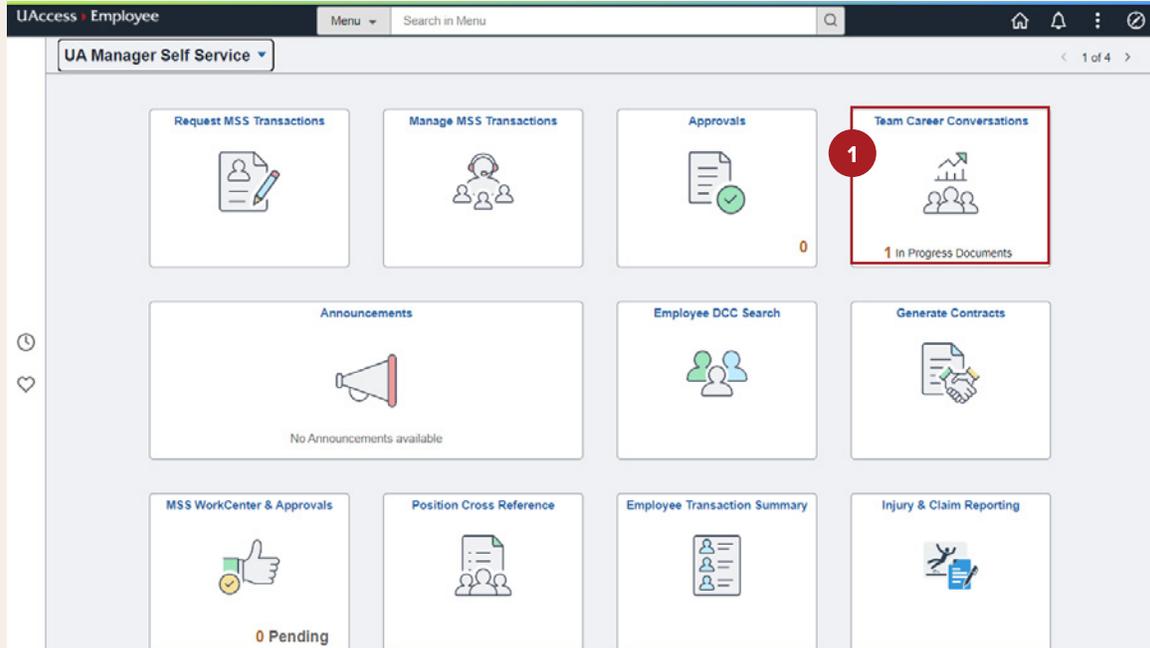
# UAccess Upload Supervisor Guide

CAREER CONVERSATIONS



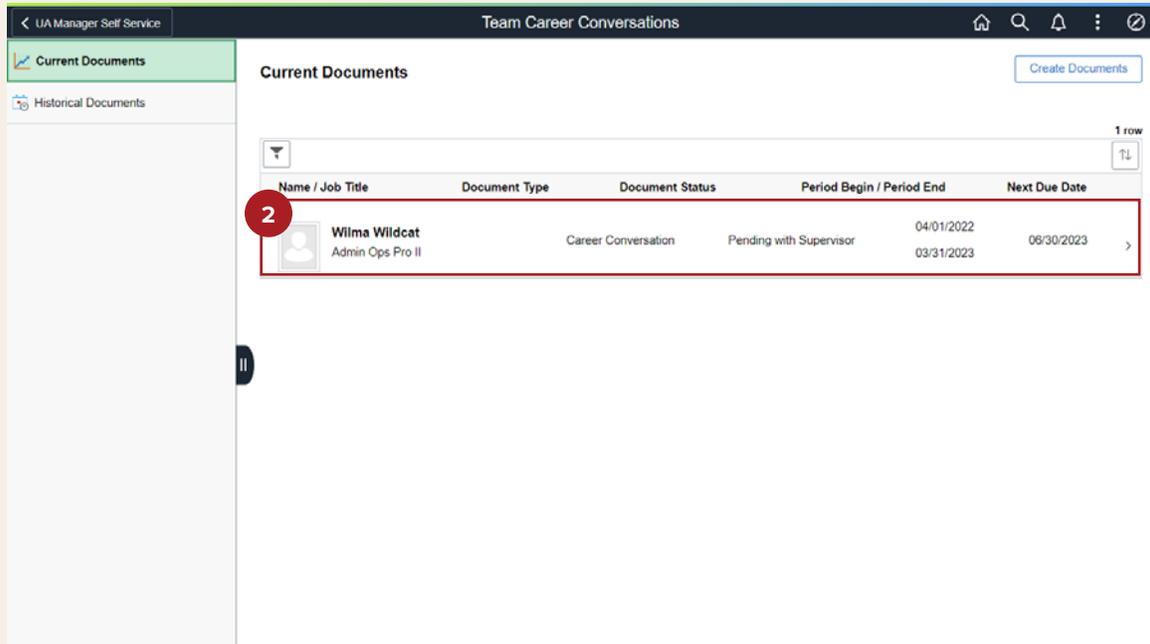
## STEP 1

Log into UAccess and select the “Team Career Conversations” tile.



## STEP 2

Click on the row that displays the **employee's Career Conversation information** to view the document.



### STEP 3

Scroll down to the “**Attach Your Career Conversation**” section and verify that a completed and signed Career Conversation form was uploaded by the employee. The document should be the final version both you and your employee signed **after** you met to discuss their goals for the upcoming year.

You can attach additional documents and fill in the **Career Conversation Follow-Up Plan**, if desired.

If the employee uploaded an incomplete or incorrect Career Conversation form, skip to the “Canceling Career Conversation Upload” section on page 5.

The screenshot displays the UAccess Employee Career Conversation interface. The sidebar on the left shows the user's name, Wilma Wildcat, and a list of tasks: Review Self Evaluation (Due Date: 03/31/2023), Complete Manager Evaluation (Due Date: 06/30/2023), and Update and Complete (highlighted in yellow). The main content area is titled "Attach Your Career Conversation" and contains instructions: "Verify that a completed and signed Career Conversation form was uploaded by the employee after the Career Conversation meeting was held. Use the box below to note how you plan to check in on your employee's progress towards their goals. This could include scheduling specific follow-up meetings or designating time in your regular meetings to prioritize these discussions. Any documents relevant to this process can be added in the 'Attachments' section below. Select the 'Complete' button in the top right-hand corner to finalize this process." A red circle with the number "3" highlights the "Career Conversation Follow-Up Plan" section, which is a text input area with a rich text editor toolbar. Below this is the "Attachments" section, which contains a table with the following data:

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

Below the table is an "Add Attachment" button.

## STEP 4

Click “Complete” when you are ready to approve the form and finalize the Career Conversation process.

The screenshot shows the 'Career Conversation' form for Wilma Wildcat. The left sidebar lists tasks: 'Review Self Evaluation' (Due Date: 06/30/2023), 'Complete Manager Evaluation' (Due Date: 06/30/2023), and 'Update and Complete' (highlighted in yellow). The main content area displays employee information: Job Title (Business Manager), Manager (Wilbur Wildcat, Director, Global Curriculum), Document Type (Career Conversation), Period (04/01/2022 - 03/31/2023), Employee ID (22093304), Position Number (2058086), and Department (9935, Arizona Global-Intl Education). A 'Complete' button in the top right corner is highlighted with a red circle and the number 4. Below the employee data, there is a section for 'Attach Your Career Conversation' with instructions and a text area for a 'Career Conversation Follow-Up Plan'.

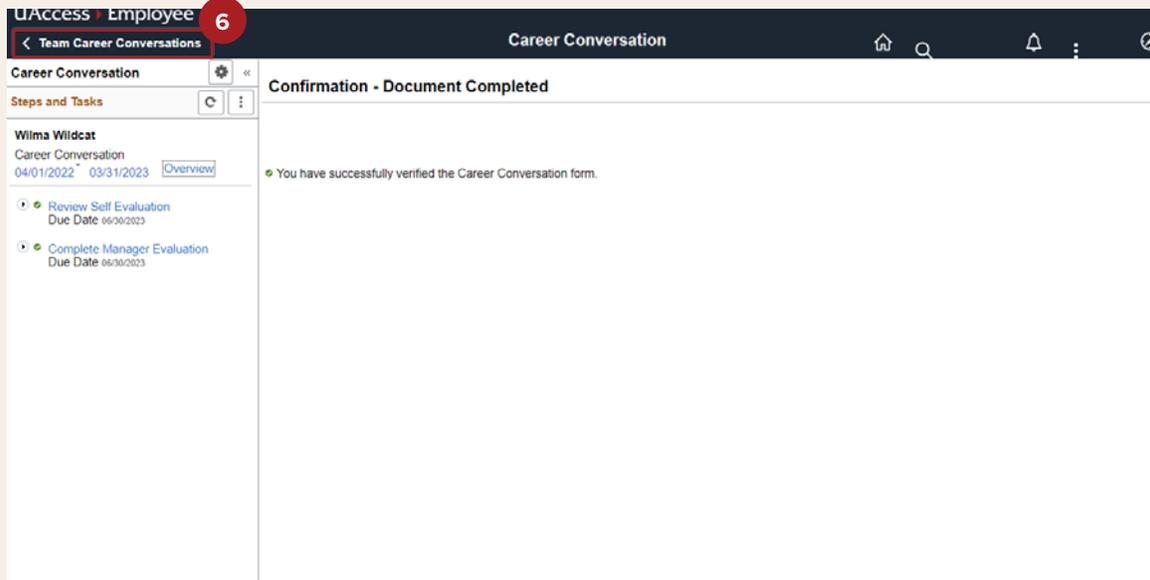
## STEP 5

Select “Confirm” if you are ready to finalize the Career Conversation process.

The screenshot shows the same 'Career Conversation' form as in Step 4, but with a 'Complete Evaluation' dialog box overlaid. The dialog box contains the text: 'You have nearly completed the career conversation process. If you have no further edits, select confirm to notify your employee that the career conversation process has been finalized. Upon selecting confirm your electronic signature will be added to this document.' The 'Confirm' button in the dialog is highlighted with a red circle and the number 5. The background form is dimmed, showing the 'Attachments' table at the bottom with one entry: 'Career\_Conversation.docx' (Last Update Date/Time: 02/03/2022 11:00:22AM, Uploaded By: Wilma Wildcat).

## STEP 6

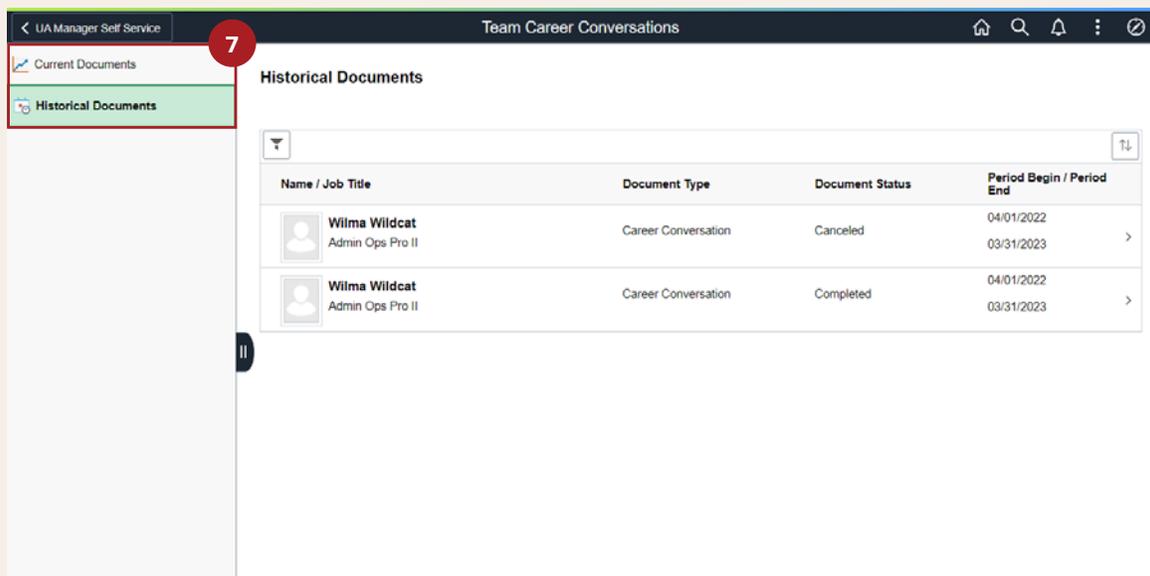
Congratulations! Your employee's Career Conversation form has been approved and archived in UAccess. Click on **"Team Career Conversations"** to go back to the portal where you can manage your team's Career Conversation documents.



The screenshot shows the UAccess Employee interface. The top navigation bar includes "UAccess Employee" and "Team Career Conversations". A red circle with the number "6" highlights the "Team Career Conversations" link. The main content area is titled "Confirmation - Document Completed" and displays a green checkmark with the message: "You have successfully verified the Career Conversation form." On the left sidebar, under "Career Conversation", the employee name "Wilma Wildcat" is listed with a date range of "04/01/2022 - 03/31/2023" and an "Overview" button. Below this, two tasks are listed: "Review Self Evaluation" (Due Date: 06/30/2023) and "Complete Manager Evaluation" (Due Date: 06/30/2023).

## STEP 7

On This page you can view **"Current Documents"** that are waiting for your review and **"Historical Documents"** of canceled and approve Career Conversation documents.



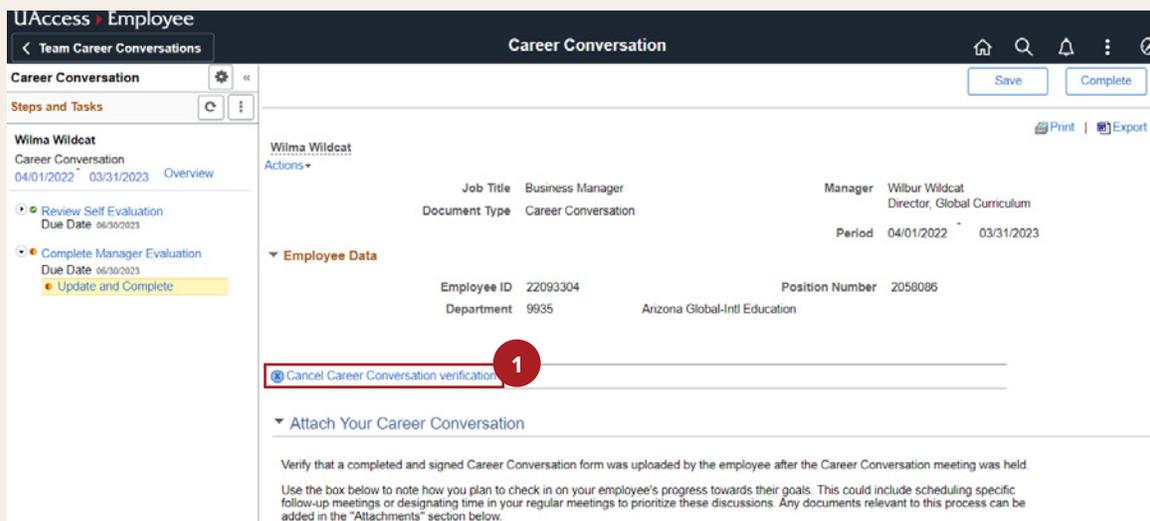
The screenshot shows the UAccess Team Career Conversations interface. The top navigation bar includes "UA Manager Self Service" and "Team Career Conversations". A red circle with the number "7" highlights the "Historical Documents" link in the left sidebar. The main content area is titled "Historical Documents" and contains a table with the following data:

Name / Job Title	Document Type	Document Status	Period Begin / Period End
 Wilma Wildcat Admin Ops Pro II	Career Conversation	Canceled	04/01/2022 03/31/2023
 Wilma Wildcat Admin Ops Pro II	Career Conversation	Completed	04/01/2022 03/31/2023

# Canceling Career Conversation Upload

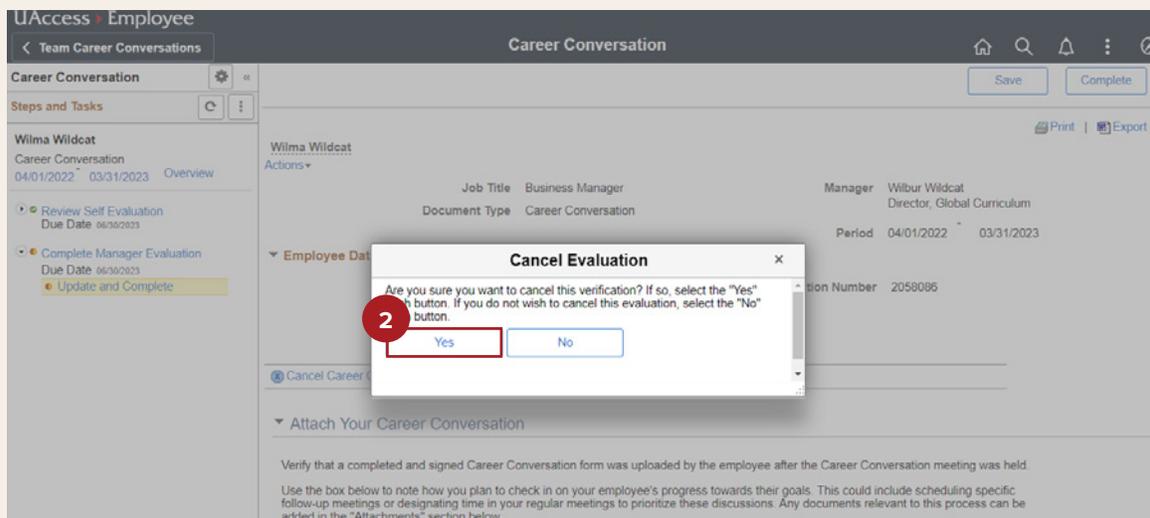
## STEP 1

To cancel a Career Conversation transaction, click on **“Cancel Career Conversation Verification”** if the employee uploaded an incomplete or incorrect Career Conversation form. The employee will have to resubmit their Career Conversation as an old submission cannot be edited.



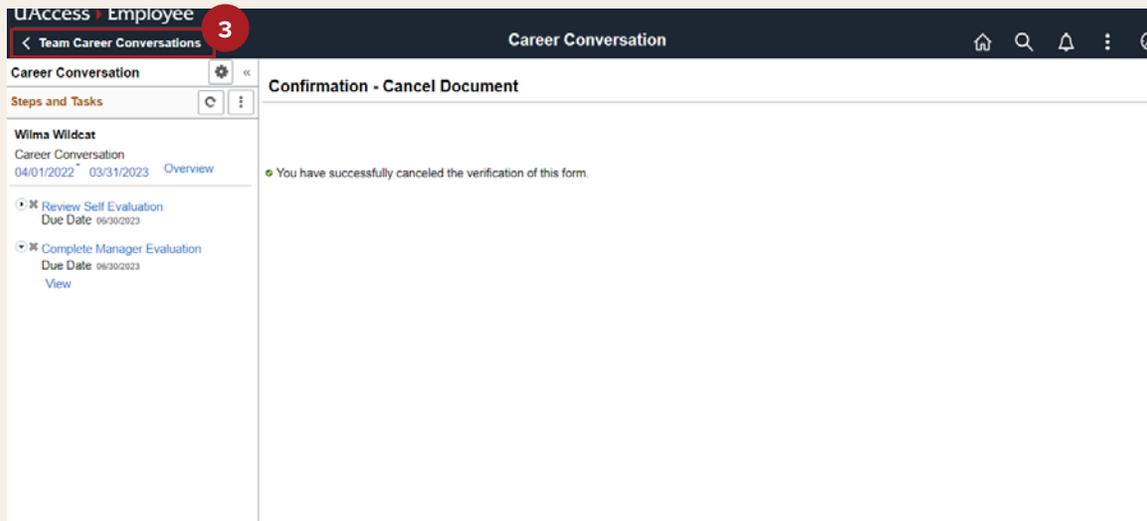
## STEP 2

Click **“Yes”** if you want to cancel the Career Conversation verification and have the employee resubmit their Career Conversation form.



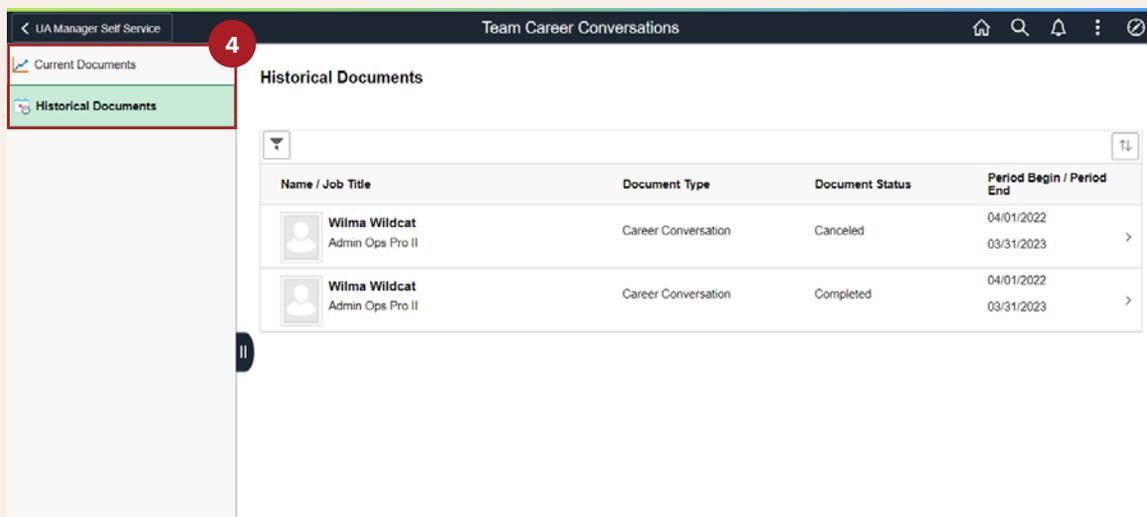
### STEP 3

Your employee's Career Conversation form submission has been canceled. Please note the employee will receive a notification of the cancelation and will reach out to you for additional guidance. Click on **“Team Career Conversations”** to go back to the portal where you can manage your team's Career Conversation documents.



### STEP 4

On This page you can view **“Current Documents”** that are waiting for your review and **“Historical Documents”** of canceled and approved Career Conversation documents.



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