

UAccess Upload Supervisor Guide

CAREER CONVERSATIONS





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.

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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.

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

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

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STEP 5

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

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	Career_Conversation docx	02/03/2022 11:00:22AM	Wilma Wildcat	
	+ Add Attachment			

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.

UAccess Employee			
Team Career Conversations	Career Conversation	ŵ	Δ <u>:</u> Ø
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Review Self Evaluation Due Date 06/30/2023			
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On This page you can view **"Current Documents"** that are waiting for your review and **"Historical Documents"** of canceled and approve Career Conversation documents.

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	Wilma Wildcat Admin Ops Pro II	Career Conversation	Completed	04/01/2022 03/31/2023	>
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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.

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STEP 2

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

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Complete Manager Evaluation Due Date 06/30/2023	* Employee Dat Cancel Evaluation ×	enda 0401/2022 03/51/2023
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	Attach Your Career Conversation Verify that a completed and signed Career Conversation form was uploaded by the employee after the Can Use the box below to note how you plan to check in on your employee's progress towards their goals. This follow-up meetings or designating time in your regular meetings to prioritize these discussions. Any docume added in the "Attachments".	eer Conversation meeting was held. could include scheduling specific ents relevant to this process can be

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.

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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.

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	Wilma Wildcat	Career Conversation	Completed	0	4/01/202	2		
	Admin Ops Pro II			0	3/31/202	3		'

If you have technical difficulties with the UAccess Career Conversation tile, please reach out to <u>EmployeeSelfService@arizona.edu</u>.