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.
**STEP 4**

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

**STEP 5**

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

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On This page you can view “Current Documents” that are waiting for your review and “Historical Documents” of canceled and approve Career Conversation documents.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On This page you can view “Current Documents” that are waiting for your review and “Historical Documents” of canceled and approved Career Conversation documents.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