3 things you need to know about Career Conversations

Division of Human Resources
May 2023

The Career Conversations period ends on June 30. These structured discussions between staff members and supervisors are designed to support your success through reflection, planning, problem solving and honest feedback.

Career Conversations begins with staff members reflecting on their significant accomplishments, key strengths and goals for the future. As you prepare for your conversation, here are three things you should know about the Career Conversations model.

This is an opportunity for you to explore new skills or knowledge.

When you begin your Career Conversations process, you might not be thinking about growth outside of your current professional duties, but this is an opportunity for you to pursue areas of interest that will help you as a person.

Remember, the focus is not just about what you can do to become better at the position you're in now; it's about what you want to accomplish in the future. Ask yourself: How can I learn something new so I can be a more well-rounded person and a better professional?

Need some ideas on action items to include in your career growth plan? Consider these:

- Identifying a conference happening in the next six months focused on a new skill set. For example, a person in a writing position may consider attending a graphic design conference.
- Partnering with a different unit on a project.
- Developing a new skill such as public speaking, mediation or emotional intelligence.
- Building a network. For example, consider joining a professional interest group and commit to attending a certain number of events.
- Finding a mentoring opportunity. If your unit has student workers, you could volunteer to mentor the student in their position.
- Taking courses on LinkedIn Learning.

Upload your signed documentation for easy future reference.

After the conversation with your supervisor is complete and you and your supervisor have signed the form, you will upload it to UAccess Employee in the Career Conversation tile. By submitting to UAccess, you have the benefit of storing your completed document in a centralized location for future reference as you track your goals throughout the year, or as you prepare for next year's Career Conversation.

Remember, your plan is a living document. Ask yourself: How will I manage my progress on my Career Conversations goals over the next 12 months?

Here are a few ideas:

- Block every other Friday from 4:30-5 p.m. to review your goals.
- Schedule a three-month check-in day in September to look back at your list, document progress or reassess your original timeline.

The Career Conversations model includes regular check-ins.

Even though the Career Conversations window is April 1-June 30 every year, you should think of this time frame as the kickoff to a continuing conversation that happens periodically throughout the following year. Part of the process of having these conversations is to check in on the goals and plans that were set during the Career Conversation period.

Work can get busy, but having these check-in conversations can assure that you are making your goals a priority. Take advantage of these check-in opportunities to assess your progress or to change your goals if they no longer align with what you want to pursue.

Ask yourself: How are my supervisor and I seeking opportunities that help me make progress toward my goals? Is there something specific I can ask of my supervisor?

Remember, this is your customized professional growth plan, and your supervisor is a key partner in helping you achieve your goals.

Need some ideas for keeping the conversation going? Consider these:
Keep a running list of things you don't want to forget to talk about with your supervisor during your next Career Conversations check-in.
Schedule the full year of check-ins during your kickoff conversation.

Visit the Career Conversations [1] website, where you will find:

- A video overview of the five-step process.
- Guides and resources to help you set goals and make your conversation more productive.
- Frequently asked questions.

Source URL: https://uaatwork.arizona.edu/lqp/3-things-you-need-know-about-career-conversations

Links