It's time to check in on your Career Conversations goals

Division of Human Resources
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With the busyness of the workweek, it can be hard to prioritize professional development. So here's a nudge that might help: It has been three months since the end of the Career Conversations season, which means it's the perfect time to check in on the goals you set this summer and work with your supervisor to achieve them.

Career Conversations, yearly structured discussions between staff members and supervisors, are designed to support your success through reflection, planning, problem solving and honest feedback. The Career Conversations model includes regular check-ins to ensure you are making your goals a priority.

Here are three things to think about as you prepare for your check-in meeting and move toward your goals over the next six months.

Ask your supervisor to schedule your quarterly professional development check-ins. These meetings don't have to be long. Thirty minutes should be sufficient to outline opportunities that you want to take advantage of in the coming months and discuss ways your supervisor can help support you in pursuing them.

Tip: Use the following agenda template for your check-ins:

- Share any professional development you've completed in the past three months, what you learned and how it has been beneficial.
- Discuss any plans you have for professional development courses or trainings for the next three months.
- Work with your supervisor to schedule – and protect! – the time you need to complete professional development opportunities.

Your goals may have changed since your initial Career Conversations meeting. That's OK! Taking ownership of your professional development journey can sometimes mean your interests and goals change.

If you are modifying your goals, make sure you focus on topics that are relevant to you as a professional, not just applicable to the position you are in now. For ideas and recommendations on where to begin, log in to EDGE Learning and check out the Invest in Your Development section on the homepage.

Tip: Benefits-eligible employees can access their free LinkedIn Learning license for a growing list of professional development courses. Search the database in EDGE Learning for the topics that appeal to you.

Keep a record of your accomplishments and professional development activities to help track your progress over time and provide evidence of your growth. This can be especially useful for the next Career Conversations season.

Please note: You can always look back at any professional development courses (including LinkedIn Learning courses) you have taken within EDGE Learning. But you can also add completed supplemental professional development taken outside of the system, such as an attended conference, certificate program or professional certification, in EDGE Learning to ensure that all activities are recorded in one place. Learn how to add supplemental professional development.

Tip: If you didn't complete the fifth step in the Career Conversations process after your initial meeting by uploading your completed form to UAccess, make sure to do so now. Both you and your supervisor must complete actions to finish this step.

Remember, this is your customized professional development plan. Use these check-ins to keep the conversation going throughout the year and to pursue areas of interest that will help you as a person. To ensure this stays a priority for the rest of the year, make sure you schedule your next check-in for January.

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