Prepare for Your Career Conversation Check-ins

To:
Division of Human Resources
Names and titles:
All benefits-eligible employees

Date:
June 9, 2023

Less than one month remains in the 2023 Career Conversations period. If you have not started this process, it's not too late! Visit the Career Conversations page to learn how to begin.

Please connect with your unit or department to clarify how Career Conversations integrates with your current feedback processes. *

Keep in mind:

- Regardless of how your area conducts career feedback, we encourage staff members to upload their completed documentation to the "Career Conversations" tile on the UAccess Employee Main Homepage after meeting with their supervisor.
- Career Conversations and career planning should not end when the meeting with your supervisor does. Human Resources recommends quarterly progress check-ins. Consider scheduling a three-month check-in meeting in September for you and your supervisor to look back at your goals, document progress or reassess your original timeline.

What is the Career Conversations model?

Career Conversations are structured discussions between staff members and their supervisors. The conversations are designed to support employee success through reflection, planning, problem-solving and feedback. This is the time to celebrate accomplishments, identify key strengths and set goals for the future.

The Career Conversations window runs from April 1 to June 30 each year. Visit the Career Conversations page soon to get started. For additional HR guidance, please email Julie Forster, leadership advisor and senior organizational development consultant, at forstejm@email.arizona.edu.

* Career Conversations are not applicable for University faculty, who use a separate process.

Source URL: https://uaatwork.arizona.edu/uannounce/prepare-your-career-conversation-check-ins

Links