What’s new for 2022 Career Conversations

To:
University Staff and Classified Staff
Names and titles:
Division of Human Resources

Date:
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Fewer than two months remain for staff to complete 2022 Career Conversations. Visit the Career Conversations page [1] to begin the process.

Please connect with your unit or department to clarify how Career Conversations integrates with your current feedback processes. Career Conversations are not applicable for University faculty who use the UA Vitae system and the existing annual review process for faculty.

Here is what’s new for 2022.

New submission process

We have added a "Career Conversations" tile to the UAccess [2] Employee Main Homepage. Regardless of how your area conducts career feedback, we encourage staff members to upload their completed documentation to this portal after meeting with their supervisor.

Benefits of the new UAccess portal include:

- It's secure and accessible.
- It makes it easy to search previous feedback.
- It provides a quick way to check goal progress and achievements.
- It keeps career feedback linked to your employee profile even if your position or supervisor changes.

The process replaces the previous method, in which supervisors emailed documentation to Employee Records.

New professional development resources

In response to employee feedback, the University has been prioritizing professional development opportunities for staff. This focus on development aligns with the Institutional Excellence pillar of the strategic plan.

This is the first time that the following resources can be easily incorporated into development plans outlined in Career Conversations.

LinkedIn Learning courses

Full-benefits-eligible employees have access to thousands of professional development courses that can help advance their career goals. If you haven’t already activated your account, visit the About LinkedIn Learning page [3] to get started.

Supervisors can work with their direct reports to identify growth and professional development courses that will support employees in learning new skills and reaching their goals for the coming year.

New professional development section in EDGE Learning

This new section shows suggested courses that address the University’s current top skill needs.

The EDGE Learning project team manually curates suggestions based on feedback from campus stakeholders. Suggested courses are categorized by position: all learners, supervisors, faculty and researchers.

Find the new section on the EDGE Learning [4] homepage after logging in.

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 [1] soon to get started. For additional HR guidance, please email Julie Forster, leadership advisor and senior organizational
development consultant, at forstejm@arizona.edu [5].

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