# 4. End of Year Conversations

Recognising employee efforts and achievement is integral for performance and future development

<table>
<thead>
<tr>
<th>Who is involved &amp; time commitment</th>
<th>What you will need</th>
<th>When it occurs</th>
</tr>
</thead>
</table>
| Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation & follow up) | - myCareer plan & PD  
- Commentary guide  
- Diversity guide  
- End of Year guide | - **February-April:** End of Year and Year Ahead Conversation  
- **December-April:** Senior Staff Review |
| Employee: (2 hours: prep, conversation & follow up)  
| Faculty/Division (where relevant for Senior Staff Review) |           |                     |

### Action required

- Expect to receive your employees Self-Assessment at least a week prior to your “Year End” conversation.
- Conversation Leader to review the employees’ myCareer Plan, any 360 input collected by the employee and their own observations as input to the conversation relative to opportunity.
- Employee and Conversation Leader meet face to face for End of Year conversation. **The intent of this conversation is primarily positive, to acknowledge progress and appreciate achievements.** If improvement is required, discuss constructively and note support / development needed. This can then be incorporated into the “Year Ahead” conversation.
- The Year Ahead (refer to Step 1) is usually discussed in the same meeting. It can be separate (e.g. if End of Year meeting was challenging & a break is needed.)

### Support, guides, tools, templates available

**Essential**
- myCareer Plan (Academic / Professional / Senior Leader)  
- Training & support for leaders

**Optional**
- Diversity Guide
- Feedback guide (360 input)  
- Giving and receiving feedback guide  
- Managing difficult conversations guide
- Commentary guide
- End of Year conversation guide