# 4. End of Year Conversations

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

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

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<th>Action required</th>
<th>Support, guides, tools, templates available</th>
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| • You and your conversation leader to meet face to face for End of Year conversation.  
• Come prepared, ready to contribute to the discussion.  
• The intent of this conversation is primarily positive, to acknowledge progress and appreciate achievements.  
• If improvement is required, this will be discussed constructively and support / development needed will be noted. This can then be incorporated into the “Year Ahead” conversation | **Essential**  
myCareer Plan (Academic / Professional / Senior Leader)  
Training & support for leaders  
**Optional**  
Diversity Guide  
Feedback guide (360 input)  
Giving and receiving feedback guide  
End of Year conversation guide |