myCareer
Planning for my Year Ahead:
Conversation Guide

Process: Employee to prepare draft ideas* / goals* using the myCareer plan, their Job Description, the UNSW Expectations Framework and Faculty / Divisional Plans. Conversation Leader and employee to meet face to face for a conversation.

Duration: approx. 2 hours (preparation, 1 hour meeting, follow up.)

Employee role – prepare, be present, be proactive:
Prior to your initial conversation in February-April, reflect on the following areas to make the discussion more productive:

✓ What are your future goals and career aspirations? How might they link to your role, Faculty / Divisional Plans, the 2025 Strategy or development opportunities?
✓ What development would you like to pursue? New responsibilities, projects, secondments, leadership opportunities? What would I like to achieve in the next 12 months both personally and professionally?
✓ What are the performance and behaviour expectations (UNSW Expectations Framework and Behaviours) for your role? What are the key priorities in my job description? What should be in your myCareer plan? How do I make UNSW a positive place to work?
✓ How does your job support the UNSW 2025 Strategy? How can I contribute to the 2025 Strategy?
✓ Is there anything from the last review period to consider? A strength to build on or an area to improve?

Based on the reflections above, be ready to discuss career aspirations, development, performance and behaviour goals. Prepare draft goals in the myCareer plan to help drive the discussion about the year ahead with your Conversation Leader.

Conversation Leader role – prepare, be present, challenge and support:
Plan to start on a positive note and provide certainty about how the discussion will unfold. Ensure your employees understand how their goals relate to the UNSW 2025 strategy and the UNSW Expectations and Behaviours Frameworks. Why should they care? What’s in it for them? How will it affect them? (Challenging work? Development opportunities?) Reflect on the employee role outlined above plus:

1. Review their previous performance. Identify primarily strengths and if relevant, also consider areas for improvement. What do I expect the employee to deliver to the team and UNSW? How will I recognise and build on strengths? How will I hold them accountable? How will I support them?
2. Prepare for the discussion, identify goals, consider ambitious stretch goals and use the myCareer Plan template as a guide. What input might the employee have? What goals have they drafted?
3. Review the UNSW Expectations Framework and Behaviours and how it will be implemented (Division / Faculty specific approaches in 2017.) How is this being introduced in my Faculty / Division? How will I introduce it to my employees? How will I measure and support their performance?

Use the myCareer template to plan for the conversation and document the outcomes. This clarifies goals, priorities, development opportunities and agreements reached. Decide who will document the discussion (either Conversation Leader or employee). Ensure you continue to initiate progress discussions against goals (a mid-year touch point is recommended) and exchange formal and informal feedback during the year on a frequent basis. If more than 10 staff report to the manager, this element may be delegated or you may seek peer mentoring (Career Accelerator coming mid-2017.)

Note: the “End of Year” (achievements conversation) is held at the same time as the “Year Ahead” (goal setting conversation). It is at the Conversation Leader’s discretion to change this.

*Employees who are new, have a changed role or are inexperienced may require more guidance