

Expectations, roles and what to talk about: Conversation Guide

What are the myCareer roles and expectations?

Conversation Leaders Role	Individual Role
Diarise and schedule myCareer meetings in a timely manner	Participate in scheduled myCareer meetings in a timely manner
Understand & explain the MyCareer process	Prepare for all myCareer meetings
Communicate what participants need to prepare prior to each type of conversation	Spend time reflecting on your career plans
Complete your own preparation before each conversation	Commit to the goals that you and your conversation leader develop
Familiarise yourself with UNSW's expectations frameworks, your Faculty / Division plans and other relevant information for setting goals	Take accountability for meeting expectations and achieving goals
Help participants complete each step of the MyCareer process in a positive, collaborative, future focused way	Complete documentation and any follow up after each conversation
Provide and be open to receiving timely, constructive feedback	Take ownership of your myCareer plan
Ensure documentation is completed by the participant and follow up after conversations	Participate in the training session
Create a safe environment both during and outside the process that engages staff	Utilise self-directed learning tools
Participate in all training sessions	
Utilise self-directed learning tools and maximise Individual use of the tools	

What to discuss and avoid...

OK to discuss	Probably best to avoid
Performance; outstanding through to unsatisfactory against the criteria	Performance compared to others
Expectations; both yours and theirs	Your expectations of others
Other jobs within UNSW	Other candidates for a role
Other jobs outside UNSW	Office gossip and other goings on
Professional relationships & how to manage them	Personal relationships
Salaries compared to the market	Salaries compared to other UNSW staff
Advice on networking	Focusing on negatives
Dealing with work place politics	Discussion of other individuals' political actions
Demonstration of Values in Action; exceeding, meeting or needing improvement; both yours and theirs	Values in Action: Our UNSW Behaviours compared to others