# 4. End of Year Conversations

Recognising Individual 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>
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</thead>
<tbody>
<tr>
<td>Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation &amp; follow up)</td>
<td>myCareer plan &amp; PD</td>
<td>By the end of April: End of Year and Year Ahead Conversation (can be combined)</td>
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<tr>
<td>Individual: (2 hours: prep, conversation &amp; follow up)</td>
<td>Commentary guide</td>
<td>By the end of April: Senior Staff Review</td>
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<tr>
<td>Faculty/Division (where relevant for Senior Staff Review)</td>
<td>Diversity guide</td>
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<td>End of Year guide</td>
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### Action required

- Expect to receive your Individuals Self-Assessment at least a week prior to your “Year End” conversation.
- Conversation Leader to review the Individuals’ myCareer Plan, any 360 input collected by the Individual and their own observations as input to the conversation relative to opportunity.
- Individual 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