## 4. End of Year Conversations

Recognising Individual effort 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, Commentary guide, Diversity guide, End of Year guide</td>
<td>By 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>
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<td>By end of April: Senior Staff Review if relevant</td>
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<td>Faculty/Division (where relevant for Senior Staff Review)</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)
  - 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