## 2. Mid Year Touch Point and Ongoing Feedback

Quality conversations drive performance and support 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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| • Conversation leaders – may be direct manager or delegate  
  • Individual  
  • Other feedback sources (e.g. peers, external / third party) | • Informal conversation – documentation not essential  
  For mid-year touch point:  
  • myCareer Plan recommended | • **January-December**: formal mid year touch point occurs once. Ideally ongoing feedback to ensure progress is supported. |

### Action required

- **If your manager has less than 10 people in your team / group** you will meet for regular informal one to one meetings to give and receive feedback (weekly, monthly or minimum quarterly.) You’ll also meet for the mid year touch point conversation which is essential.

- **If your manager has more than 10 people in your team / group** or uses delegates, you may have informal one to one meetings to give and receive feedback. The mid year touch point conversation is essential.

- **The mid year touch point conversation is about progress over the last 6 months or so, acknowledgement, appreciation and development. It’s not an elaborate data gathering exercise but do come prepared to have a constructive, future focused discussion.** This conversation may be completed as part of existing processes e.g. Promotion or Tenure Track Discussions, Career Development Committees, Probationary Meetings.

- **You are encouraged to regularly gather feedback from other sources (360 input – see guide)** to enhance the fairness and accuracy of myCareer.

### Support, guides, tools, templates available

- **Recommended**
  - myCareer Plan (Academic / Professional / Senior Leader)
  - Training & support for staff & leaders.

- **Optional**
  - Feedback guide (360 input)
  - Giving and receiving feedback conversation guide
  - Midyear feedback and touch point conversation guide

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* A conversation leader is an Individual's manager / supervisor or this responsibility can be delegated to others in senior roles. e.g. Associate Deans, Professors, Project or Program Leaders.