

myCareer Commentary Conversation Guide



The purpose of myCareer conversations is to help each of us work towards being at our best. Performance ratings are not part of myCareer so that conversations can be focused on effort and achievements in the context of agreed standard, stretch and development goals. Remember that individuals may vary; their performance may be outstanding against some goals and meeting expectations against other goals. Feedback, particularly feedback around challenges or barriers, should be shared in a constructive, future focussed way and should not be a surprise. Any questions – check with your HR team who can assist.

“Outstanding” General guide: Achieved development goals, and proactively seeks and finds further opportunities to develop. Significantly exceeded standard goals agreed in their myCareer plan, achieved stretch goals and / or undertook work at a higher level. Role modelled the Values in Action at the advanced level (e.g. demonstrated the Value in Action in the [advanced descriptor](#)).

For those with mainly “Outstanding” commentary: At the outset confirm with the individual they are an outstanding performer and the conversation will be very positive. Focus on what is working well, any support needed and career aspirations. These are critical people for UNSW to retain.

“Exceeds Expectations” General guide: Achieved development goals. Achieved all and exceeded some standard goals agreed in their myCareer plan, achieved a stretch goal and / or undertook work at a higher level. Demonstrated the Values in Action at the intermediate level (e.g. demonstrated Value in Action in the [intermediate descriptor](#)).

For those with mainly “Exceeds” commentary: At the outset advise the individual they have exceeded expectations and the conversation will be positive. Focus on what is working well, building on strengths and career aspirations. UNSW wishes to retain these people.

“Meets Expectations” General guide: Made steps towards achieving development goals. Met standard goals agreed in their myCareer plan. Demonstrated the Values in Action at the foundational level (e.g. demonstrated Values in Action in the [foundational descriptor](#)).

For those with mainly “Meets” commentary: At the outset advise the individual they have met expectations and are performing well. Focus on what is working well and how they can build on strengths and further enhance performance. These are good performers for UNSW.

“At risk” General guide: *All or some of the following may apply.* Did not achieve development goals but there is some evidence they have taken steps towards meeting at least one of those goals. Met some but not all of the standard goals agreed in their myCareer plan. May be quite a good performer in one or more areas but needs improvement in another one or more key areas of the role. Did not meet the Values in Action at the foundational level in one or more areas (e.g. did not demonstrate Values in Action in one or more of the [foundational descriptors](#)).

For those with some “At risk” commentary: At the outset advise the individual they have met or exceeded some expectations but have faced challenges during the year and this conversation is an opportunity to set them up for success going forward with the clear expectations and support needed. Focus on what is working well but also create a clear, constructive, future focused plan to improve performance.

“Unsatisfactory” General guide: Did not achieve development goals and no evidence that they have taken any steps towards them. Did not meet some or all the goals agreed in their myCareer plan. Did not meet foundational Values in Action in one or more areas (e.g. did not demonstrate Values in Action in one or more of the [foundational descriptors](#)).

For those with some “Unsatisfactory” commentary: Reflect on how you will advise the individual of their unsatisfactory performance and put a clear, constructive, future focused plan in place to improve performance. Contact your HR team prior to the conversation for advice on how to ensure a fair and reasonable approach.

