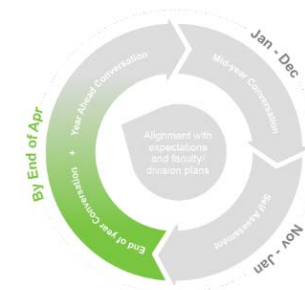


4. End of Year Conversations



Recognising Individual effort and achievement is integral for performance and future development



Who is involved & time commitment

- Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation & follow up)
- Individual: (2 hours: prep, conversation & follow up)
- Faculty/Division (where relevant for Senior Staff Review)



What you will need

- myCareer plan & PD
- Commentary guide
- Diversity guide
- End of Year guide



When it occurs

- **By end of April:** End of Year and Year Ahead Conversation (can be combined)
- **By end of January:** for those on the Senior Staff Review / Bonus process



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 especially the self-assessment, 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 the Year End 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.
- Complete myCareer Plan conversation leader comments (final green column) to document the conversation. Save locally and / or send to your HR team to stored on a confidential file (each division / faculty will advise their approach.)
- Insights from the Year End conversation can inform goal setting (in a new myCareer form) for the next year: the “Year Ahead” conversation.



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