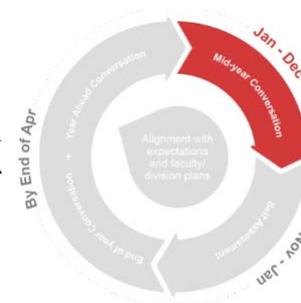# 2. Mid-Year Touch Point and Ongoing Feedback

Quality conversations drive performance and support development

Who is involved. Time commitment will vary.	**What you will need**	**When it occurs**
• Conversation leaders – may be direct manager or delegate • Individual • Other feedback sources (e.g. peers, external / third party)	• Informal conversation – documentation not essential • myCareer Plan recommended as a conversation map	• **January-December**: formal mid year touch point occurs once. Ideally ongoing feedback to ensure progress is supported.

Action required	**Support, guides, tools, templates available**
❑ Managers **with less than 10 people in a team / group** are to meet with Individuals for regular informal one to one meetings to give and receive feedback. Meet for the mid year conversation which is essential. ❑ Managers **with more than 10 people in a team / group** are recommended to **delegate.** Conversation leaders* may have informal one to one meetings to give and receive feedback and must meet individuals for the mid year conversation which 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. ❑ Individuals are encouraged to gather feedback from other sources (e.g. 360 input ref guide) to enhance the fairness and accuracy of myCareer.	**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 Managing difficult conversations guide Commentary guide

* 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.*

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