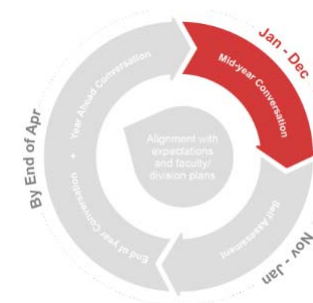







## 2. Mid-Year Touch Point and Ongoing Feedback

Quality conversations drive performance and support development



 <p><b>Who is involved &amp; time commitment</b></p> <ul style="list-style-type: none"> <li>• Conversation leaders – may be direct manager or delegate</li> <li>• Individual</li> <li>• Other feedback sources (e.g. peers, external / third party)</li> </ul>	 <p><b>What you will need</b></p> <ul style="list-style-type: none"> <li>• Informal conversation – documentation not essential</li> </ul> <p>For mid-year touch point:</p> <ul style="list-style-type: none"> <li>• myCareer Plan recommended</li> </ul>	 <p><b>When it occurs</b></p> <ul style="list-style-type: none"> <li>• <b>January-December:</b> formal mid year touch point occurs once. Ideally ongoing feedback to ensure progress is supported.</li> </ul>
 <p><b>Action required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If your manager has <b>less than 10 people in your team / group</b> 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 conversation which is essential.</li> <li><input type="checkbox"/> If your manager has <b>more than 10 people in your team / group</b> or uses <b>delegates</b>, you may have informal one to one meetings to give and receive feedback. The mid year conversation is essential.</li> <li><input type="checkbox"/> <b>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.</b> This conversation may be completed as part of existing processes e.g. Promotion or Tenure Track Discussions, Career Development Committees, Probationary Meetings.</li> <li><input type="checkbox"/> You are encouraged to gather feedback from other sources (e.g. 360 input ref guide) to enhance the fairness and accuracy of myCareer.</li> </ul>		 <p><b>Support, guides, tools, templates available</b></p> <p><b>Recommended</b> myCareer Plan (Academic / Professional / Senior Leader) Training &amp; support for staff &amp; leaders.</p> <p><b>Optional</b> Feedback guide (360 input) Giving and receiving feedback conversation guide Mid year feedback and touch point conversation guide</p>