

Employee's Name	Click or tap here to enter text.	Supervisor's Name	Click or tap here to enter text.
Employee's Title	Click or tap here to enter text.	Supervisor's Title	Click or tap here to enter text.
Employee ID	Click or tap here to enter text.	Department/Unit	Click or tap here to enter text.
Period Start*	Click here to enter a date.	Period End*	Click here to enter a date.

\*Period Start date should be the date this form is completed. Period End date should be one year from the period start date. This form is intended to help you plan your career development for the **upcoming** year.

## Step 1: Employee completes brief self-reflection, then shares with supervisor.

### ACKNOWLEDGE YOUR ACCOMPLISHMENTS

Reflect on the goals you set during last year's career conversation and describe the progress you made towards achieving them. Please note any other accomplishments you would like to highlight as well.

- 1.
- 2.
- 3.
- 4.

*Supervisor's Response:*

Click or tap here to enter text.

### HIGHLIGHT YOUR KEY STRENGTHS

Name at least 3 key strengths that make you effective in your role and give examples of how you have applied them.

- 1.
- 2.
- 3.

*Supervisor's Response:*

Click or tap here to enter text.

### SET SMART GOALS FOR SUCCESS

Share at least 3 goals you will work toward during the next 6-12 months:

- As part of each goal, indicate how it aligns with the goals of your College/Division/Department or the [University Strategic Pillars](#).
- Note which of the [University Values](#) you will embody in achieving each goal.
- Consider if any [LinkedIn Learning](#) classes may help you meet your goals.
- If you have a flexible work arrangement, review how this has supported your goals and work with your supervisor. If you want to explore [flexible work arrangements](#) and your role allows for it, please schedule a separate meeting with your supervisor to review your options.
  - 1.
  - 2.
  - 3.

*Supervisor's Response:*

## MAKE PURPOSEFUL CHANGES

Reflecting on your work and goals, what 3 things will you *do more, do less, start, stop, or change* to be even more effective in your role? Focus here on behaviors, better practices, etc.

- 1.
- 2.
- 3.

*Supervisor's Response:*

Click or tap here to enter text.

**Step 2:** Supervisor and employee meet and discuss this document. Then the supervisor adds their responses to each section, signs, and returns the form to the employee for review.

Supervisor's Signature \_\_\_\_\_

Click here to enter a date.

*If employee's overall performance is less-than satisfactory, please describe the plan of action below.*

Click or tap here to enter text.

**Step 3:** Employee reviews supervisor's response, adds optional final comments, signs, and uploads the document to the UAccess Career Conversation module.

Employee's Signature \_\_\_\_\_

Click here to enter a date.

*Employee's Final Comments (optional)*

Click or tap here to enter text.

### **SIGNING THE CAREER CONVERSATION DOCUMENT**

There are three easy ways to sign this document.

- Sign the form physically and scan it. Upload the scanned document to the UAccess Career Conversation module.
- Type names directly into this form in Steps 2 and 3. The employee uploading this document to UAccess and the supervisor approving it will act as signature verification.
- Use Adobe Sign. Review the [Completing Career Conversations in Adobe Sign](#) (PDF) for instructions.

*Note: Your unit may provide you with instructions if they have a preference for how they would like you to sign. If you run into any technical trouble, speak with your supervisor about utilizing one of the other methods.*