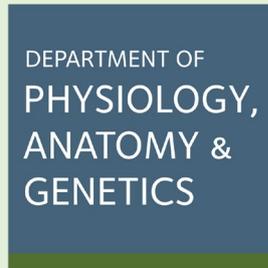


Reviewee Guide to Career Conversations



What is a Career Conversation?

A Career Conversation (which replaces annual PDR) provides staff with the opportunity to develop their potential and enhance their contribution to the work of the University through regular structured discussions with their reviewer (usually your line manager or supervisor, but an alternative may be sought if appropriate). This annual discussion is an opportunity to review your role and responsibilities, gain feedback, identify objectives and priorities for the coming year, consider your development needs, and discuss your future career.

What is the focus of a Career Conversation?

The Career Conversation centers around you, your role, and your career or development needs. It takes the form of an annual meeting between you and your reviewer with a follow-up meeting 6 months later.

Why should I participate in a Career Conversation?

A Career Conversation is an opportunity for you and your reviewer to:

- Discuss your role and responsibilities;
- Give and receive constructive feedback;
- Identify your objectives for the coming year and how they support the work of the Department;
- Identify strengths that can be built on to assist your career development;
- Acknowledge and begin to address any difficulties;
- Agree and plan your training and development needs;
- Discuss future plans and any support you might need.

What if I have no career aspirations or don't wish to develop further in my role?

You can still talk about what goes well and less well in your job, identify areas that could be improved, or just let your reviewer know that everything is going well. Remember that aspirations come in different forms, and this can be a change of hours, a sideways move or retirement.

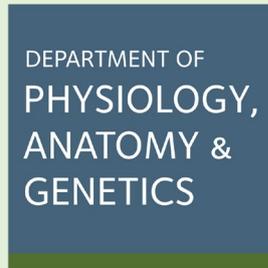
How does it work?

- If your reviewer has not approached you to arrange a Career Conversation, then go ahead and arrange a meeting with them;
- Complete a draft of the Career Conversation form;
- Send it to the reviewer at least a week before the meeting;
- At the meeting, you have a conversation and agree objectives, goals, and development needs for the next 12 months.

It is important to remember that the form is there to guide and support the conversation but should not limit the discussion.

The discussion should be a positive experience both for you and for your reviewer.

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What happens after the Career Conversation?

- Both you and your reviewer should agree what has been discussed and sign the form. If there is disagreement, note it on the form before signing;
- You should each keep a copy;
- If you identified any training or development needs, you should take this forward with the support of your reviewer or line manager;
- Meet with your reviewer again 6 months after Career Conversation to review what is going well, to update objectives (if appropriate), and identify where you may need additional support.

To prepare for the Career Conversation, take a moment to look at [POD's Skills Guides and FAQs for reviewees](#) or contact hr@dpag.ox.ac.uk for further advice.