**Career Conversation**

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| **What is it?**  A conversation, conducted with purpose, which allows you to reflect and focus on your career, your successes, strengths and potential. It should build on these to set goals and make commitments for the future. |

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| **What should it produce?**   1. A clear, evidence-based and self-aware sense of how you are doing with respect to:    1. Your own motivation and aspirations    2. The expectations of someone in your role    3. The context in your life, the department, discipline, University and beyond. 2. Clear goals that will help you find fulfilment at work and achieve your potential. 3. An individualised view of your career path and how you will respond to opportunities. |

**Key questions**

What are you doing, across the range of your job, that motivates and energises you?

What do you understand about your current level of contribution and how that meets the University’s needs?

What is the way to “next level thinking” that will allow you to fulfil your ambition, whatever that is?

**Process**

**Reflection:** Based on critical assessment of last year’s objectives and activities, note down some general reflections about how this relates to what you, and the University, would expect you to be doing at this point in your career. Pass these notes to your reviewer ahead of the meeting.

**Discussion:** Work with your reviewer to design a path towards achieving your goals, taking into account what’s right for you and what is happening in the University and your discipline.

**Commitment:** Form a clear plan of action to move along this path, and ensure you know what steps you are committing to take (including who you will ask for support) and how you will judge your success.

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| Name: | Department: |
| Date of meeting: | Name of mentor/ reviewer: |

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| **GENERAL REFLECTIONS: HOW ARE THINGS GOING?** (Think about what you, and the University, would expect you to be doing at this point in your career. Do you feel you are achieving those expectations?)Make notes in this section and pass to your mentor/reviewer before the meeting. |

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| **KEY ASPIRATIONS: FROM THE CONVERSATION, WHAT ARE THE BEST (2 or 3) IDEAS YOU HAVE ABOUT THE FUTURE?** (What, if anything, do you need do you to change for you to meet those aspirations? Are those aspirations aligned with the University's expectations?) |
| Development opportunities and further learning can be found by visiting the following university webpages:  Development programmes and courses for staff  <https://www.bath.ac.uk/corporate-information/development-programmes-and-courses-for-staff/>  People Management Curriculum  [People Management Curriculum (bath.ac.uk)](https://www.bath.ac.uk/publications/people-management-curriculum/)  Coaching service for staff  <https://www.bath.ac.uk/guides/the-university-of-bath-coaching-service-for-staff/>  Strengthscope  <https://www.bath.ac.uk/corporate-information/strengthscope-profiling-tool/> |
| **MAIN GOALS AND ACTIONS**  These should set out the actions to meet those key aspirations with enough detail to be able to recognise whether you have achieved progress when you look back. Include clear steps for which you take responsibility, timescales, milestones and success indicators. | |

**Sample questions to guide reflection and discussion**

* How are things going, in particular on your personal goals over the last 12 months?
* What makes you say that? For example,….[feedback, research data, publications , grants etc]
* What does success look like for you?
* What have you learned over the last year or so, and how will you use that in future?
* What do others value about you?
* What is important to you in your career?
* What are your aspirations in the short, medium and long term?
* What are you looking forward to?
* Which bits of your job do you get the most out of?
* What was happening the last time you felt really energised at work?
* What do you most want to achieve in the foreseeable future?
* What is the first practical step you’re going to take?
* What do you need, or what needs removing, to help you achieve your goal?
* How can you get help to do that?
* How will you know when you’ve been successful?
* What are the milestones along the way?
* How will you help the Department and the University achieve their goals?
* What do you know about the University’s and Department’s plans for the future?
* How do your interests and goals line up with the Department’s priorities?
* What is happening in your discipline that’s informing how you look at the future?
* What opportunities do you see on the horizon?
* What does your department, University and discipline value and recognise?

**Self-awareness**

**Values and aspirations**

**Context**

**Goals and plans**