

COMMENCE WORK PLANNING AND CAREER DEVELOPMENT CYCLE

DURING YEAR

COMPLETE REVIEW CYCLE

1 MYPLANNING MEETING

Have a conversation with your supervisor to agree your work plans and career development plans for the coming year

2 CREATE WORK OBJECTIVES

Create your work objectives and action items & submit for supervisor sign-off in MyCareer Online



OBJECTIVES

3 CREATE CAREER DEVELOPMENT PLAN

Create (or update) your career development plan & submit for supervisor sign-off in MyCareer Online



DEVELOPMENT PLAN

4 REGULAR CONVERSATIONS WITH SUPERVISOR

Meet with your supervisor throughout the year and update/annotate your work objectives (Step 2) and development plan (Step 3) to record progress and feedback

5 REVIEW MEETING

Finalise the review report for this cycle with your supervisor and commence planning for the next cycle



REVIEWS