

COMMENCE WORK PLANNING AND CAREER DEVELOPMENT CYCLE

DURING YEAR

COMPLETE REVIEW CYCLE

1 MYPLANNING MEETING

2 CREATE WORK OBJECTIVES

3 CREATE CAREER DEVELOPMENT PLAN

4 REGULAR CONVERSATIONS WITH SUPERVISOR

5 REVIEW MEETING

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

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

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

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

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



OBJECTIVES



DEVELOPMENT PLAN



REVIEWS

February - March

April - January

February - March