



# Annual & triennial career discussions: Checklist for supervisors

MDHS Careers @ Melbourne: Supporting people, passion and purpose

## Schedule & prepare



### Annual career discussion?

- Make a time to meet your staff member
- Ask your staff member to complete their online form ahead of the meeting

### Triennial career discussion?

- You will be invited to meet with a panel of senior colleagues to discuss your staff member's career
- Ask your staff member to complete their online form by the end of February
- Schedule to meet with your staff member within the week after the panel meeting.

Log in to [AC@M Online - Supervisor Dashboard](#)

### Review key documents

- Your staff member's
  - Completed online form
  - Rating for previous year in review
  - Objectives for the year ahead
  - APF Dashboard Summary Report
  - Curriculum vitae
- Faculty's Academic Performance Framework (APF)

## Draft feedback



### Annual career discussion?

- Log in to AC@M Online – Supervisor Dashboard
- Refer to how-to guides for help navigating
- Draft comments on key achievements & contributions against the objectives for the previous year in review
- Review proposed objectives against the APF
- Review proposed overall percentage of activity across the domains of the APF
- Draft comments on overall career goals
- Identify support & development opportunities
- Identify recognition & reward opportunities
- Review compliance checklist
- Review any additional documentation
- Save comments in draft form

### Triennial career discussion?

- As above, and
- Submit your staff member's online form for Panel Review

## Meet your staff member



### Annual career discussion?

- Take or have access to your draft feedback
- Discuss and confirm
  - Key achievements & contributions against previous year objectives
  - Clear objectives for the year ahead aligned with APF
  - Overall percentage of activity across the domains of the APF
  - Support & development needs & opportunities
  - Recognition & reward opportunities
  - Overall career goals
  - Plan to monitor and review progress throughout the year

### Triennial career discussion?

- As above, informed by panel advice

## Monitor



### Complete online form and send to your staff member including

- Feedback and overall assessment against previous year objectives
- Agreed clear objectives for the year ahead
- Support & development plan
- Recognition & reward opportunities

### Set your staff member up for success

- Monitor progress against plans & objectives
- Meet regularly with your staff member

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<https://mdhs.unimelb.edu.au/advancing-health-2030/community/mdhs-careers-melbourne>

