Career discussions cycle

MDHS Academic Careers @ Melbourne

Collaboration | Teamwork | Compassion | Respect | Integrity | Accountability

STAFF

PREPARE
Review last year's performance, draft annual performance objectives & submit online form

MEET
Arrange meeting & meet with supervisor for annual or triennial career discussion

PROVIDE FEEDBACK
Complete survey

PROGRESS
Progress towards performance objectives, meeting regularly with your supervisor to monitor performance across the year

SUPERVISOR

PREPARE
Review last year's performance & read online form

MEET
Make yourself available & meet with staff for annual or triennial career discussions

COMPLETE
Agree on annual performance objectives, development needs, recognition & reward, & complete online form

PROVIDE FEEDBACK
Complete survey

PROGRESS
Meet with staff regularly to monitor progress towards performance objectives across the year

PEOPLE & CULTURE

LAUNCH
Conduct People & Culture roadshows & support local leaders to discuss year ahead at staff meetings

SURVEY
Deliver MDHS Academic Careers @ Melbourne Your Feedback Wanted Survey

EVALUATE
Evaluate survey & system data to propose enhancements for year ahead

IMPROVE
Embed process, system & resources enhancements for year ahead

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC