**Preparing for your career conversation and career development planning**

**For Managers and Individual Employees**

* Schedule the first meeting
	1. Within the first year of employment for new employees
	2. Identify the due date for the career development plan
		1. Count back 3-4 months from the due date for the current Career Development Planning year
		2. Schedule the first meeting 2-3 months before the deadline for the career development plan to be completed
		3. Allow at least one month of preparation time for the first meeting
	3. When scheduling the first meeting, managers and employees should briefly discuss what to expect, why it’s important, and how to prepare (see below)
	4. Both manager and employee are encouraged to share with each other materials and resources (including other professionals with valuable industry, job, or career development insights)
* Suggested step to prepare for the meeting: Managers
	+ - * 1. Complete the **Manager Assessment** Parts 1 and 2: How well do you understand your team? and Understanding your team members’ identities.
* Suggested step to prepare for the meeting: Individual Employees
1. Complete the **Individual Assessment**: Understanding my values, strengths and interests
* Suggestions to prepare for the meeting: Both Employee and Manager
1. Job family summary and descriptions
2. Level and stages definitions
3. Individual’s current job description/EWP
* Preparation steps for plan completion in Talent@VCU
1. Read the Career Development Quick Reference located in Talent@VCU
2. Read the Career Development Plan Introduction and review plan template located in Talent@VCU
* The first meeting
1. Managers and employees share assessments: compare, contrast, discuss, and learn
2. Explore the individual’s career/work history
3. Identify one or more potential career development goals. If the goal is long term, generate possible short term goals for the plan year
	1. Complete a draft of the Career Development plan following the instructions in Talent@VCU
	2. Schedule the second meeting within a month if necessary
* Between meetings
1. Both employee and manager gather additional information as needed and as agreed
2. The employee integrates new information into the first draft of the plan
3. The employee and manager exchange feedback on the plan draft either electronically, in person, or both, before the second meeting
* The second meeting and beyond
1. Review modifications and updates to the draft plan in Talent@VCU
2. Hone and narrow the plan focus on specific objectives, learning and development actions steps, measures of progress and timelines. Discuss resources needed to support the plan.
3. Employees finalize the plan and submit it for approval in Talent@VCU.
4. Manager and employee agree on:
	1. Meeting frequency/dates to review progress
	2. Expectations for employee actions by the first meeting