

**Biennial Career Discussion Form (Academic staff)**

**Department of Engineering**

**Purpose of the Meeting**

The aims of this career discussion are to:

* facilitate career development, involving discussing ways in which any difficulties and obstacles to progress could be addressed and removed;
* Provide an opportunity for regular and structured discussion with another academic with leadership responsibility about an academic's progress and career development, including readiness for promotion, after probation is completed.

**How the Meeting Works**

**Preparation:**

1. The meeting host should contact the academic to agree a date and time for the career discussion meeting.
2. A curriculum vitae and bulleted list of topics is sent by the academic to their meeting host at least a week in advance of the meeting.
3. The meeting host considers the academic’s list of topics and provides a list of any additional points approximately a week in advance of the meeting.

Further information on preparing for the meeting can be found at [http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/academic/procedure/preparing.html](http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/academic/procedure/preparing.html%20%09)

**The Career Development Meeting:**

Discussion will include a review of progress over a two-year period covering the key duties of the role (usually research/scholarship, teaching, examining and general contribution to the department, University and the wider community), successes and challenges, and plans for the future, focussing on career plans and any training/development needs. Could also include thoughts around plans for upcoming funding applications and any support that might be helpful.

* *During the meeting any actions should be agreed, to be recorded after the meeting.*
* *The discussion at the career development meeting is confidential to the parties present at the meeting.*

**Recording the Outcome:**

Relevant parts of this form should be completed by the academic attending the career discussion and passed to the meeting host for their comments. The completed form and the CV should be sent to the Departmental Head of HR, or a delegated member of their team, who will sign the form and return copies to both parties.

The contents of the Summary of Discussion and Comments sections are confidential.

The Individual Training Log and General Issues and Comments section is not confidential. This allows the Head of Department and other senior staff to identify future departmental training needs, to monitor the effectiveness of training undertaken and to address other generic issues.

Academic’s Name: Job Title:

Name of meeting host: Date of career development Meeting:

Period Appraisal Covers:

**Part 1: Academic Self-reflection**

**This part should be completed and sent to your meeting host in advance of your meeting.**

Take time to reflect on the last 24 months and consider your overall progress. Think about what you have learnt and how you have developed both personally and professionally.

**Reflecting back**

* What objectives did you set at your last career discussion and to what extent do you feel that you have met these?
* What do you consider your most significant achievements or contributions of the past two years?
* What have you found most challenging these past two years? What have you learnt from the past two years and what would you do differently next time?
* Describe any professional development activities that have been helpful during the last two years and skills you have developed.
* Describe how you have embedded the values of the organisation in your daily work and interactions with others.

***Reflecting back***

**Looking Forward**

* What are your long-term career aspirations? How can we support you in achieving your ambitions through your objectives or personal development plan?
* What personal objectives would you like to propose for the next two years?
* What learning or development opportunities might help you to achieve your objectives? Consider training, mentoring, networks, as well as new projects or initiatives that you would like to be involved in, and people who you would like to meet.
* Is there one thing the Department/your manager could do differently to enable you to be more effective in your role? This is an opportunity to give feedback to help facilitate this.
* What inspires you to do your best work and how can you be supported in this?

***Looking forward***

**Part 2: Meeting Host’s comments**

**The meeting host should complete this part in advance of the meeting so that it can be presented and discussed during the meeting.**

**Reflecting back**

This section allows feedback to the academic for the work and progress they have made over the last two years. Please make your own comments on the questions below and respond to your academic’s reflections (see PART 1 above), in particular:

* The extent to which the objectives set for the past two years have been met;
* How the academic has added value to the Department;
* Any particular challenges or obstacles faced and the extent to which they were overcome.

**Looking forward**

* The academic’s proposed objectives for the next two years ahead and the extent to which they align with those of the Department? Would you suggest any amendments or additions?
* Ensure the academic is clear on the expectations for their role and objectives set
* The career aspirations and learning and development opportunities outlined by the academic. How can you support them? Are they realistic and achievable? Are their additional opportunities that could be offered, for example, training, mentoring, networks or initiatives or people that you could introduce them too?
* Think about the strengths of the academic and make sure that any objectives and projects help to ensure that they can showcase these skills and do their best work.

***Reflecting back***

***Looking forward***

**Part 3: Objectives for the next two years**

Discuss and agree specific objectives for the following two years.

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| --- | --- | --- | --- | --- |
| **Specific**  Work or development objective | **Measurable**  Indicators to measure success | **Achievable**  Further training or support required | **Relevant**  How it will support team or institutional objectives | **Timely**  Date by which you wish to achieve it by |
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# **Part 4: Individual Training Log**

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| --- | --- | --- |
| **Date** | **Duration** | **Training/Development undertaken** |
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# **Part 5: Summary of Discussion and Comments (from meeting host)**

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**Part 6: General Issues and Comments (from either party)**

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I agree this is a true and accurate record of the meeting.

Signature of Academic: Date:

Signature of Meeting Host: Date:

Signature of the HR Office (Academic and Support Staff) Staff Member: Date:

**Continuing the conversation**

Once the form has been completed and signed off, the meeting host should send a copy to the HR Office (Academic and Support Staff) [hr-office@eng.cam.ac.uk](mailto:hr-office@eng.cam.ac.uk), so it can be recorded and signed off by the HR Office staff member. The meeting host should then schedule regular meetings for the years ahead (termly as a minimum) to review and revisit the status of the objectives set and progress made against these.