**How to have a career conversation**

A career conversation is time spent with a member of your team to help them explore their longer term career aims and how they might work towards them. Career conversations should be linked to discussions about development through the P&DR process.

Career conversations can help develop and retain skills for the University, help staff see their future with us and increase engagement and motivation – as well as encourage staff to take responsibility for their own career development.

Managers should consider:

* discussing careers with their staff at least once a year
* helping the individual identify opportunities to gain new skills and experience
* asking questions to help the individual think through their options
* signposting sources of additional help and support – this could include coaching, mentoring and learning opportunities through Staff Learning and Development
* providing relevant feedback for example your observations on their skills and performance

Useful questions for career conversations:

* What would you like to do more of?
* What would you like to do less of?
* What are your areas for development? How can you get ready for the future?
* What direction would you like to take in the future?
* What are your personal goals?
* How could you take the next step?

Remember – in a career conversation you don’t need to have all the answers. Career management is the role of the individual – you can help most by providing feedback, asking questions and encouraging the person to think though their options.