Education Academic Staff 2009-10
Career Development & Performance Enhancement Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty</th>
<th>Education</th>
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<td>Period</td>
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<td></td>
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<td>Start:</td>
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<td>End:</td>
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Previous Period Review

Before commencing a new document, complete Phase 1 from the previous period using the old Phase 1 form at end of this form. The new review sections are shaded for easy identification.

- Review progress on Career Goals and comment on participation in professional and career development activities. Ongoing goals are to be transferred to the new document for the coming period.
- Review Performance Planning Goals and comment on final outcomes.
- Discuss and record additional achievements.
- Note career development activities to determine if development needs previously identified have been met.
- Staff member, supervisor and manager sign form indicating review has been conducted.

Preparing a new Performance Enhancement and Career Development Record for the coming period: In preparation for your interview, you should complete a draft of each of the following sections.

Step 1 – Career Development Planning (Section 1)

The aim of this step is to discuss career goals. Specifically this step will provide opportunities to:

- discuss both short term (next 12 months) and longer term (2-3 years) career goals
- develop strategies including professional and career development activities to achieve the goals
- identify resources required

Step 2 – Performance Planning and Review (Section 2)

In preparation for this step, the staff member should identify appropriate goals under each of the listed headings. Develop a new plan for the coming period, carrying over any relevant goals and/or development opportunities from the previous period.

- In determining goals, reference should be made to a range of sources including:
  - Position Classification Standards;
  - Faculty Strategic Plans;
  - Identified Career Goals from Section 1.
- Document specific measures of achievement for each goal.
• It is not necessary to identify a goal in each area, nor should the number of goals be limited or necessarily the same under each heading. The 'Other' heading should be used to specify goals such as administrative and managerial/leadership goals.
• Staff member and supervisor sign form to indicate career goals and performance planning goals have been agreed.
All members of Academic staff are encouraged to set both short (next 12 months) and longer-term (2-3 years) career development goals. Setting goals and identifying strategies enables the staff member to maintain focus and direction, recognise and pursue appropriate opportunities when they arise and make an effective contribution to their field. Consider **broad ranging strategies** for achieving goals including professional and **career development activities** eg conferences, Study Leave, training courses provided by internal and/or external providers etc. Identify necessary resources including human, financial, technical etc.

Where Study Leave is indicated as an appropriate activity, refer to the Study Leave guidelines and application form.

<table>
<thead>
<tr>
<th>Career Goals</th>
<th>Time Frame</th>
<th>Strategies &amp; Resources</th>
<th>Progress</th>
</tr>
</thead>
</table>

**NB:** Transfer ongoing goals to new CDR

**NB. Please advise Career Development Unit** via email (cduadmin@uow.edu.au) or via internal mail where:
- existing **internal training courses** have been nominated under Strategies & Resources (your name will be added to the course waitlist) or;
- you require **assistance or advice** in sourcing a suitable development activity.
Section 2 Performance Planning and Review

The individual’s work goals for the period (dates as specified at the top of this document) should be consistent with Position Classification Standards, Faculty Strategic Plans & the identified Career Development goals, outlined in Section 1. Whilst the Career Development Record is not directly linked to Workload Agreements, reference should be made to current agreements.

I/We have reviewed my current Workload Agreement in the preparation of this document.
I/We have reviewed my publication record from the RIS in the preparation of this document.
I/We have reviewed my 3 year research plan in the preparation of this document.

<table>
<thead>
<tr>
<th>Work Goals</th>
<th>Indicators of Achievement</th>
<th>Resource Implications</th>
<th>Final Outcomes</th>
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</thead>
<tbody>
<tr>
<td><strong>Teaching:</strong></td>
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<tr>
<td><strong>Research/Scholarly Activity:</strong></td>
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<td><strong>Academic Governance:</strong></td>
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<tr>
<td>Community Outreach/Professional Services:</td>
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<td>Other: (eg Leadership/Management)</td>
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**Achievements**

As part of the **final review** (as per the **end date** at the top of this document), record any notable achievements and/or initiatives undertaken during the period. These may be in addition to agreed goals.
Endorsement

Current (to be signed by all parties at the commencement of the period covered by this document)

We agree to the goals identified in Section 1 and 2 of this document.

Staff member’s signature ______________________________ Date: _________

Supervisor’s name (please print) ________________________ Supervisor’s signature ________________________________ Date: _________

Dean’s name (please print) ____________________________ Dean’s signature ________________________________ Date: _________

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End of Period Review (to be signed by all parties after completion of the final review at the end of the period)

Additional Comments – Staff Member:

Additional Comments – Supervisor:

Additional Comments – Dean:

We have reviewed the goals identified in Section 1 and 2 of this document.

Staff member’s signature ______________________________ Date: _________

Supervisor’s name (please print) ________________________ Supervisor’s signature ________________________________ Date: _________

Dean’s name (please print) ____________________________ Dean’s signature ________________________________ Date: _________
Part 1

Annual Career Development Interview

The Annual Career Development Interview for 2006 requires that you review your performance for 2005-6.

The first phase requires you to review your performance over the last 12 months with particular emphasis on evaluation of achievements and consideration of the areas in which further development and/or support is needed.

Phase 1  Reflection/Evaluation of Achievements 2005-6
Review your most recent Annual Career Development Interview record and your achievements. Note any particular difficulties or successes you have experienced, considering any salient issues in relation to what you have achieved in the previous period.