

Preparing for APD Conversations

The APD conversation covers two elements



Review Year in review



Goal setting



Year-ahead planning including career aspirations and development

When preparing for the APD conversation:

Draft your commentary on performance against goals categories (don't submit until after the conversation).

- Review the staff member's submission in Workday and consider aspects you may like to explore further.
- Book a time and a confidential space to meet (can be virtual if needed).

- Prepare specific
 feedback/recognition, input to goals
 and other topics you would like to
 discuss.
 - Consider the structure of the conversation and outcome(s) you are hoping to achieve.

For the goal setting element:

Review UQ and
Organisational Unit strategy
(see goal alignment module),
previous performance
reviews, relevant frameworks
(e.g. the Academic
Performance Framework)
and position description.

Review the staff member's draft goals and make note of where further discussion is needed.

Consider your employee's background and previously stated career aspirations, and consider how best to ascertain their strengths, interests, motivators and areas of development.

Top tips:

Feedback and recognition given in person is more impactful as it is easier to read body language, tone and engagement. It also enables a conversation around what a staff member can do to address, or leverage, the feedback.

Meeting regularly and providing honest feedback throughout the year will reduce the anxiety for both parties, compared to one annual performance conversation. It will also help to build a feedback culture. Regular check-ins allows both the staff member and supervisor to go in to the formal process having a general sense of what to expect, reducing the likelihood of surprises and allowing more focus on development. In these conversations be prepared to share you perspective, be ready to listen, ask questions and know that you may not understand all the issues.