

**Career development dialogue**

#### Career Development Dialogue vs. SDD

Aarhus University has decided to supplement the SDD with a career development dialogue. It is important to us that employees thrive and are able to live up to their potential while working at Aarhus University. It is just as important to us that employees who want to take a position at another university or within another industry have a smooth transition.

Employees have primary responsibility for their careers. However, a manager or supervisor has a special role to play in helping employees become more aware of their career choices and opportunities.

Career development dialogues can be a powerful tool in this context. The dialogues can help employees make informed decisions about their working life.

#### Career Development Dialogue vs. SDD

The career development dialogue and the staff development dialogue are two separate dialogues. However, they do have some overlap, which means they cannot be completely separated. The SDD focuses on the employee's academic development, well-being and task performance in the unit. The dialogues also focuses on Aarhus University's wishes for the employee. In other words: The university's need for thriving, talented employees is the focus of the SDD.

On the other hand, the career development dialogue takes its point of departure in the employee's personal and professional dreams and should have as little organisational focus as possible.

#### Guide to the material

The material consists of:

* Page 2: An overview of what the manager and employee should do **before, during and after** the dialogue
* Page 3: A preparatory form for the employee **(before)**
* Page 4: A dialogue guide for the manager **(during)**
* Page 5: A summing up form **(under/after)**

##  Overview: Before, during and after the dialogue

**Employee:**

Fills out page 3:
‘Preparatory form”

**Manager:**

Prepares the dialogue and career advice:

* Activates own network in order to refer employee to others who can help with their career clarification
* Prepares constructive and nuanced feedback

**Material to prepare beforehand**

* Statistics of positions in the unit
* Knowledge of opportunities and limitations of the position within the university
* Data on the employee's results

**CAREER DEVELOPMENT DIALOGUE**

**Manager:**

Outline the framework and process:

* Time available
* Confidentiality
* Goals of the dialogue:
Reflection and guidance on
the next possible steps

Facilitate the dialogue:

* Discuss career dreams and goals
* Help increase career awareness
* Give feedback
* Offer guidance via own network

Round off the dialogue:

* Ensure agreement on the outcome of the dialogue
* Complete the form on page five together with the employee.

**Shared:**

Evaluate the dialogue:

* What went well?
* What could be done differently?

**Employee:**

Presents their reflections based on the preparatory form.

Shares their thoughts on their own well-being, development and career aspirations.

Make agreements on what the next steps should be and fill out the form on page five together.

**BEFORE THE DIALOGUE**

**AFTER THE DIALOGUE**

**Employee**

Researches career opportunities both at or outside Aarhus University.

Reflects on the feedback and questions for reflection from the dialogue.

**Manager**

Is available for any additional/clarifying questions from the employee.

## Preparatory form for the employee

**Succes**

*What am I good at and how would I like to use that in my working life?*

*What have other people said that I’m good at and how can I use that in my working life?*

**Feedback**

**Motivation**

*What motivates me in my working life and what demotivates me?*

**Career development**

*What are my career dreams? What do I hope my next step will be? What barriers do I experience with regard to my career development (within myself, at Aarhus University or on the labour market outside Aarhus University)?*

## Guide for managersThe purpose of a career development dialogue is for the employee to:

## reflect on their own career and thereby become more aware of the opportunities and limitations that exist both inside and outside Aarhus University. This will help the employee take their next step.

## learn where they can find additional help and sparring.

These questions can therefore form the basis of the dialogue:

#### Examples of questions of reflection for the employee

## *What significance does your work have in your life? What are your wishes for your working life and what governs your decisions about the next steps?*

## *How do you feel about uncertainty and the unfamiliar?How would you describe your competencies in a new context?*

## *What is the ideal work/life balance for you? What types of jobs can create this balance for you?*

## *Do you want to develop in your job or develop toward another job?*

## *How familiar are you with the job opportunities both inside and outside Aarhus University? What opportunities and barriers do you see in a career at Aarhus University?What opportunities and barriers do you see in a career outside Aarhus University?What are you currently doing to seize opportunities and break down barriers?*

## *Do you want your career to be planned out? Are you able to seize opportunities that randomly arise?*

#### Input for further career clarification

## Share knowledgeOn the basis of the dialogue, let the employee know who it might be helpful for them to get in touch with. Use your network both within Aarhus University and outside of it. [Click here to read more about activating your network](https://medarbejdere.au.dk/administration/hr/kompetenceudvikling/mus/for-ledere-1/karriereoplaeg-for-ledergrupper).

## Give feedbackTell the employee if they have competencies (professional, personal and interpersonal) that they may not be aware of and what jobs those competencies might be suitable for.Be open and honest about the career perspectives you can envision for the employee based on your own professional experience. And be transparent about the opportunities *and* limitations you see for their career trajectory at Aarhus University.

## Be availableTell the employee in what ways you are available for further sparring.

## The next career steps

|  |  |
| --- | --- |
| **Reflection** (Filled in by employee)Describe what the employee should also consider |  |
| **Action** (Filled in by employee)Describe which steps the employee can imagine taking |  |
| **Guidance and advice** (Filled in by manager)Describe what the manager can further assist with |  |

Career development dialogue for:

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Date:

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