## CAREER CONVERSATION PLANNER – Part 1

Name of reviewee:

Name of reviewer:

Department of reviewee:

This planner is intended to help you and your reviewer prepare for the CDR conversation and to record your plan for the year ahead. You are invited to complete all questions in advance of the meeting and to send it to your reviewer at least five working days before the meeting. *Expand the boxes as required.*

The [*Career Development Review Conversations: Guidance Note for Fixed-Term Researchers*](https://www.ox.ac.uk/sites/files/oxford/CDR%20Guidance%20Note%20for%20Reviewees%202023%202.0_0.docx) provides an overview of the process, including some tips on thinking and planning before the CDR conversation.

**THE CONVERSATION DURING THE CAREER DEVELOPMENT REVIEW WILL BE STRICTLY CONFIDENTIAL.**

**The content of Part 1 of the Career Conversation Planner will be confidential and retained only by the reviewee. A copy of Part 2 of the Planner will be shared by the reviewee with the officer responsible for coordination of Career Development Reviews in your faculty / department.**

### What do you want from your Career Development Review?

*Consider whether you are seeking advice on career direction, development pathways, prioritising next steps, identifying opportunities, help with your CV, etc.*

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### What career aspirations do you have for the next 2-5 years? What experience, skills, and activities would strengthen your CV to achieve your aim?

*The Guidance at the foot of this form may be useful in identifying experience and skills which could contribute to your progress.*

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### What have been your main activities and achievements aimed at furthering your professional development /career progression over the last 6 – 12 months?

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### What factors impeded your progress over the past 6 – 12 months and how could these be addressed in the future?

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## CAREER CONVERSATION PLANNER – Part 2

Name of reviewee:

Name of reviewer:

Department of reviewee:

### What professional development / career progression objectives would you like to set for yourself over the next year? What activities will you undertake to achieve these?

*The Guidance at the foot of this form may be useful in identifying experience and skills which could contribute to your progress.*

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### What is your time line for the planned activities? What support would help you to achieve these?

You may wish to include the pathways to the support needed, including the predicted time allocation, any financial implications, and the timing by the objective will be achieved. Note that the Concordat for Researcher Development states that researchers are entitled to engage in a minimum of 10 days professional development pro rata per year.

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Date of meeting: ……………………………………………

**Signed in acknowledgement that the conversation will be kept confidential.**

Reviewee signature:……………………………………………………

Reviewer signature:…………………………………………………...

## CAREER CONVERSATION PLANNER: GUIDANCE

Consider the experience and skills given below with a view to identifying areas relevant to your career aspirations, any gaps in your experience to date, and what you wish to gain from the CDR.

The list is intended as a helpful prompt to think about the wide range of skills which could be important to your future career.

**Research & technical skills**

* What research and technical skills have you already acquired?
* What are your key research and technical objectives for the following year or two?

**Writing & publications**

* What writing experience do you have (e.g. report writing, manuscript writing and editing, assisting with peer review, journal editing)?
* What steps have you taken to understand Open Scholarship and its relevance to your career?
* What future writing projects have you considered?

**Communication skills**

* What opportunities have you had to practise your oral communication skills (e.g. lab talks, conferences, outreach and public engagement activities)?
* What specific opportunities could you seek to improve your communication skills?

**Networking**

* Have you attended or presented at conferences / seminars / professional societies (internal or external)? Have you made connections with collaborators outside of your group, in academia, industry, or external organisations?
* What future networking, collaboration, or leadership opportunities can you take advantage of?

**Public engagement with research, knowledge exchange, impact, or outreach.**

* What activities have you undertaken to increase the impact of your research outputs to non-academic public audiences?
* What activities, if any, would you like to undertake over the next year?

**Leadership & management**

* What is your experience of leading or managing junior group members or students (e.g. technical supervision or lab demonstrations)? Have you led on themes or units of a wider research project?
* What experience of leadership do you seek to acquire over the next year?

**Project management**

* What is your experience of project management? Have you devised or coordinated delivery of a project or a theme within a wider research project?
* What experience of project management do you seek to acquire over the next year?

**Funding & awards**

* Have you applied for funded or non-funded awards? eg fellowships, internships, any type of grant, or recognition award?
* What opportunities do you plan to pursue?

**Training & development**

* What training and development opportunities have you participated in within the last year?
* What skills or personal development training might you need?
* Have you taken opportunities to contribute to creating an inclusive culture in your department/research group/research?  Are there future opportunities which you could take to support diversity/encourage inclusion?

**Experience outside of higher education**

* What recent experience, if any, do you have in working, paid or unpaid, outside of the HE sector? (e.g. secondment, consultancy)
* What experience would you like to gain in working outside of HE

**Teaching & supervision**

* What experience have you had with teaching or supervising junior group members or students (tutorials)?
* What other teaching and supervising experiences would be beneficial to you?

**Mentoring**

* Do you have recent experience of being mentored or mentoring someone else?
* Would you like to explore joining a mentoring programme (either being mentored or mentoring someone else?)

**CV preparation, job applications, & interviews**

* What experience do you have to date?
* What training and guidance do you seek?

**Remember that you may be able to seek support from the** [**Careers Service**](https://www.careers.ox.ac.uk/researchers) **and also that the Careers Service list of** [**employability skills**](https://www.careers.ox.ac.uk/develop-your-employability-skills) **may be useful in considering further categories.**