

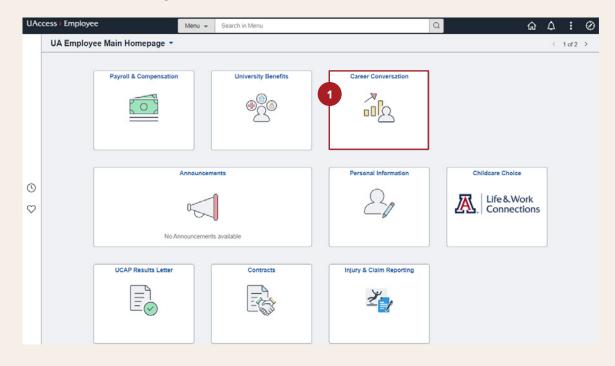
# UAccess Upload Employee Guide

# CAREER CONVERSATIONS





Log into UAccess and select the "Career Conversation" tile.



STEP 2

Select "Create Document" to begin the Career Conversation upload process.

Wilma Wildcat Admin Ops Pro II Current Career Conversation		
Current Career Conversation 0		
	Current Career Conversation	
Past Career Conversations	ta exists	
	2	
	Greate Document	

## STEP 3

Click "Create" to continue the upload process.

#### The dates and document type are autogenerated and should not be changed.

Career Conversations are intended to help you plan for the UPCOMING year. The date generated in UAccess should be for the upcoming fiscal year.

Note: If you report to more than one supervisor and need to submit multiple career conversations, you should create one for each of your separate job titles.

🕻 UA Employee Main Homepage	Career Conversation	ŵ	Q	:	Ø
Wilma Wildcat Admin Ops Pro III					
Current Career Conversation	Current Career Conversation				
Past Career Conversations	To attach your Career Conversation select 'Create Document'.				
	Create Document 3				
	Create Document Create				
	Period Beginning/End				
	Document Type 2023-2024 sation				
	Note: Career Conversations are documents to help you plan for the UPCOMING year.				
	The date range you select above will reflect that and should be for the next fiscal year.				



#### Click "Add Attachment" to upload the completed Career Conversation form.

UAccess Employee				
Career Conversation	Career Conversation 🏠	2 Q	۵	: @
Career Conversation		Save	Com	plete
Steps and Tasks C :				
Wilma Wildcat         Career Conversation         04/01/2022       03/31/2023         Overview         Image: Conversation Upload         Due Date ecocores         Image: Acknowledgement         Due Date ecocores	Wilma Wildcat       Job Title       Business Manager       Manager       Wilbur Wildcat         Document Type       Career Conversation       Director, Global Cu         Period       04/01/2022       03         * Employee Data       Employee ID       22093304       Position Number       2058086         Department       9935       Arizona Global-Intl Education       Career Conversation	-	Print   🖲	]Export
	Attach Your Career Conversation according to your unit/division's specific instructions and attach that document by clicking the "Add Attachment" link in the section below. This document should be the final version signed by both you and your supervisor. After attachin Career Conversation, select the "Complete" button in the top right-hand corner to save your upload and send the document to your ma	g the		
	No Attachments have badded to this document			
	Add Attachment     Add Attachment			

Choose the Career Conversation file you wish to upload and click **"Upload"**. The document should be the final version both you and your supervisor signed after you met to discuss your goals for the upcoming year.

STEP 5

UAccess   Employee		
	Career Conversation	ଜ ବ ଦ ା ୧୧
Career Conversation 🔹 «		Save Complete
Steps and Tasks C 1		
Wilma Wildat     C     1       Career Conversation     04001/2022     03/31/2023     Overview       • Career Conversation Upload     Due Date suscease     •       • Update and Complete     •     •       • Manager Acknowledgement     Due Date suscease	Document Type Career Conversation	t by clicking the "Add visor. After attaching the
	Attachments	
	No Attachments have been added to this document	
	+ Add Attachment	

## STEP 6

Once the Career Conversation file shows under attachments, click **"Complete"** to save your upload and send the document to your supervisor.

Implementation     Implementatio	Career Conversation	c	areer Conversatio	n		<u>ଲ</u> ସ୍	۵	1
Wima Wildcat         Carcer Conversation         Wima Wildcat         Carcer Conversation         Doc Date concess         • Opdate and Complete         • Manager Acknowledgement         Due Date concess         Department       9935         Arizona Global-Int Education         * Attach Your Career Conversation         Career Conversation according to your unit/division's specific instructions and attach that document by clicking the "Add Attachment" link in the secton below. This document should be the final version signed by both you and your supervisor. After attaching the Career Conversation according to your unit/division's specific instructions and attach that document to your manager.         Attachments         File Name	Career Conversation					Save	Co	omplete
Wind wildowt       Wind wildowt         Career Conversation       Job Title       Business Manager       Manager       Wildowt         0 Career Conversation       Decument Type       Career Conversation       Period       04/01/2022       03/31/2023         • Update and Complete       •       Department       Position Number       2058/086         • Update seconds       Employee Di       22093304       Position Number       2058/086         Due Date seconds       Employee Di       22093304       Position Number       2058/086         Department       9935       Arizona Global-Intl Education       Arizona Global-Intl Education	teps and Tasks C :							10.21
	Career Conversation Upload     Due Date osconozo     Update and Complete     Manager Acknowledgement	Job Title Document Type	Career Conversation 22093304 9935 Ari n ng to your unit/division's sp cument should be the fina	Period Position Number zona Global-Intl Education ecfic instructions and attach that documen I version signed by both you and your supp	Director, Globa 04/01/2022 2058088 ht by clicking the ervisor. After atta	Add thing the	Print	
Career_Conversation.docx 02/03/2022 10:52:40AM Wilma Wildcat		File Name		Last Update Date/Time	Uploade	ed By		
		Career_Conversation.docx		02/03/2022 10:52:40AM	Wilma W	vildcat		

STEP 7

Select **"Confirm"** if you are ready to finalize the Career Conversation upload and send the document to your supervisor.

UAccess  Employee				
Career Conversation	c	areer Conversation		6
Career Conversation				Save Complete
Steps and Tasks C !				
Wilma Wildcat Career Conversation 04/01/2022 03/31/2023 Overview		Business Manager Career Conversation		Print    Export Wilbur Wildcat Director, Global Curriculum 04/01/2022 03/31/2023
Due Date 06/02/223     Opdate and Complete	▼ Employee Data			
Manager Acknowledgement Due Date osnorzez	_You have nearly complet	Cancel  Cancel  Cuncel  Cancel  Cuncel  Cunce	that docume	nt by clicking the "Add ervisor. After attaching the
	File Name	Last Update D	ate/Time	Uploaded By
	Career_Conversation.docx	02/03/2022 10	52:40AM	Wilma Wildcat

#### STEP 8

Congratulations! You have successfully uploaded your Career Conversation form in UAccess. Click on **"Career Conversation"** to go back to the portal where you can manage your Career Conversation documents.

Career Conversation	Career Conversation	ል	Q	۵	:	Ø
Career Conversation	Confirmation - Document Completed					
Steps and Tasks C :						
Wilma Wildcat						
Career Conversation 04/01/2022 03/31/2023 Overview	You have successfully verified the Career Conversation form.					
Career Conversation Upload     Due Date 06/30/2023						
<ul> <li>Manager Acknowledgement Due Date 06/30/2023</li> </ul>						
	STEP 9					

Once your Career Conversation upload is approved by your supervisor, you can view their comments and additional attachments if applicable on this page. If your supervisor denies the submission, return to Step 1, and upload a new Career Conversation form based on your supervisor's feedback. All approved and canceled Career Conversations can be viewed in the Past Career Conversations tab.

	VA Employee Main Homepage		Career Convers	sation	۵ د	y Q	:	Ø
9	Wilma Wildcat Admin Ops Pro II							
	Current Career Conversation 1	Current Career Conv	Current Career Conversation					
	Past Career Conversations	Document Type	Document Status	Period Begin / Period End	Next Due Date			
		Career Conversation	Pending with Supervisor	04/01/2022 03/31/2023	06/30/2023	>		

If you have technical difficulties with the UAccess Career Conversation tile, please reach out to **EmployeeSelfService@arizona.edu**.