



MAKE THE MOST OF CRITICAL CONVERSATIONS OF YOUR CAREER

01

Two critical conversations of your career and why they are important

02

Preparing for performance reviews

03

Preparing for career conversations

- What are career goals?
- 5 Steps for an effective career conversation

04

Infosys career resources

WHAT ARE THE TWO CRITICAL CONVERSATIONS OF YOUR CAREER?

PERFORMANCE REVIEW DISCUSSIONS

Demonstrate your value and position yourself for future assignments and opportunities. Discuss goal achievement and misses and stay open for constructive feedback to help you develop.

CAREER CONVERSATIONS

Engage in this conversation with your manager to create a development plan aimed at achieving your career goals. Use your performance review inputs, your strengths and your aspirations to create your plans.



4 TIPS FOR A SUCCESSFUL PERFORMANCE REVIEW DISCUSSION

1

Positive participation

Prepare yourself for your performance review meeting by trying to relax. Your goal should be to listen deeply to the feedback your manager provides, as well as the goals and development plans they lay out for you.

2

Authentic reflection on goals and achievements

Reflect on your achievements against goals for the cycle. Be honest. Take accountability for your accomplishments and misses alike. This approach will add to your credibility with your manager. Share your thoughts on what went well, what could have been better, what you should take up going forward.

3

Seek feedback

Request for and be receptive to feedback from your manager and peers. Being defensive can sometimes be a default response to feedback; rise above it to get inputs on how you can achieve higher performance.

4

Goals for next cycle and discuss development goals

Share your draft of the next years goals and seek your managers inputs. Set up a follow-up meeting if required to finalize the goals, measures and what success in these goals would look like. Iterate and work with your manager to arrive at a common and clear understanding of your next years goals.



5 STEPS FOR AN EFFECTIVE CAREER CONVERSATION

Don't put off planning your career!

Its in your best interest to follow up your performance review with a career conversation.

1

Discover your strengths

Use performance review with your manager as a starting point. Use peer and stakeholder feedback to understand your strengths.

2

Use your strengths to decide your career aspirations

Reflect on your career aspirations. Planning a career that leverages your strengths is a sure recipe for success.

3

Check out available career resources

Check out **Career Playbook** to know what it takes to get to your aspired career. Check out Lex, Accelerate and L&C for more information on careers and development opportunities

4

Schedule career conversation

Share your career goals with your manager. Solicit his/her inputs to build a development plan to support your current and future growth

5

Set career & development goals

Track and update progress on your development plan (IDP) on iCount* from Jan 2023 and schedule periodic discussions with your manager to stay on track.



What are career goals or career aspirations?

Career goals or aspirations refer to your long term (2-5 years) professional objectives based on your interests, experience and talent. Depending on career aspirations, development plans can be structured over the span of time to achieve these career goals.



What are some career goal examples?

Shifting to a new career path, learning a new skill, building a new capability, taking on a client facing role, becoming a subject matter expert, people management, domain specialization, leadership role, etc. are good examples of professional career goals



What are not career goals?

Outcomes and rewards of your career experiences and success like compensation, workplace benefits, etc. are not career goals.

** Individual Development Plan (IDP) will become available to edit and finalise in Jan, post the appraisal cycle closure. The development inputs from the existing iCount development section will be integrated into the new IDP page.*

CHECK OUT THESE INFOSYS CAREER RESOURCES TO SUPPORT YOUR CAREER CONVERSATIONS



Watch this short video on the [Infosys Career Gambit](#) to understand the key elements of careers at Infosys

Visit the [Infosys Career Gambit](#) portal for updates and additional information on the various learning & career interventions

Check out the [Career Playbook](#) to learn about the various career paths available to you and what it will take to get to your aspired role

Visit [Learning & Career](#) to know more about various skill tags and their learning paths to choose from and explore careers

Visit [Lex](#) to browse through available courses and learning modules to develop your skills in the areas of interest

Visit [Accelerate](#) to explore gig development opportunities in areas of interest

Visit [Step UP](#) to browse available career opportunities

Career building is a journey.

Celebrate your accomplishments and set new career goals to keep growing!