

## Manager Checklist

This checklist supports managers to implement talent segmentation in their work area to consider and prioritise the development and career management needs for their workforce.

### 1. Have an Aspiration Career Conversation

- Prior to mapping an individual on the *APS Talent Segmentation Model (the Model)*, have an aspiration focused career conversation with the individual. This will support you to understand their career experiences, motivations and career aspirations, and provide important input into your assessment of their potential and placement on *the Model*. Please refer to the *Aspiration Career Conversation Guide* for guidance. A self-reflection template has been provided in the Guide for you to share with the individual ahead of the conversation. This is to assist them to reflect on key questions and prepare for the conversation.

### 2. Assess performance and potential

- Prior to mapping, conduct a performance and potential assessment for each individual. This will support you to understand where they might be most appropriately placed on *the Model* and how you can best support their development in the future.
- **To assess an individual's performance:** Refer to the individual's most recent performance assessment, role description and the *APS Work Level Standards*.
- **To assess an individual's potential:** Refer to the *APS Framework and Managers Guide to Identifying Potential* or any other additional assessments your agency may be using.

### 3. Map individuals on the APS Talent Segmentation Model

- Using the information you have gathered from the aspiration focused career conversation and your performance and potential assessments, map the individual on *the Model*.

Note: This is an assessment of an individual at a point in time, their position is not fixed and can change over time.

### 4. Have a Development Career Conversation

- Once you have mapped an individual on *the Model*, you will have the information to support you to have a development focused career conversation with them. The conversation builds on the initial aspiration career conversation and focuses on what they may require to fulfil their potential and build performance within their current role. A development plan that is agreed by you and the individual should be drafted/updated during your conversation.

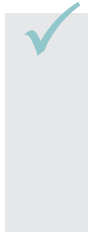
Note: You may or may not choose to disclose their placement on *the Model* during this conversation. You may choose to keep the conversation more general and on areas of focus to achieve their career goals. Please keep the *APS Talent Management Key Principles* in mind when having these conversations, and refer to the *Development Career Conversation Guide* for guidance in having these conversations. A self-reflection template has also been included in this Guide to be shared with the individual ahead of the conversation.



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### 5. Monitor and review regularly

- Continue to engage in career conversations with the individual and provide them with support as they progress the activities listed within their development plan. Talent segmentation should be revisited annually to monitor shifts in the individual's performance and potential. Any changes should be reflected in their development plan and executives are to be kept updated on these shifts.



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