

## Completing Career Conversations in Adobe Sign

1. Select the following link to access the Career Conversation in Adobe Sign:  
[https://na1.documents.adobe.com/account/customComposeJs?workflowid=CBJCHBCAABAAXrYD7AXr2I3Fi0QP1NwydATipX\\_1b5RO](https://na1.documents.adobe.com/account/customComposeJs?workflowid=CBJCHBCAABAAXrYD7AXr2I3Fi0QP1NwydATipX_1b5RO)
2. Enter your University email address using @email.arizona.edu format to reach the WebAuth Log-in screen.
3. Once you log in, enter your supervisor's email address on the landing page to initiate the Career Conversation process.

### HR - Career Conversations

How this workflow works?  
Enter instruction for sender...

#### Recipients

Employee \*

Supervisor \*

Employee - Final Comments \*

Document Name \*

4. Select "Send" to process and open the Career Conversation document.



5. A fillable PDF will automatically open. Complete the sections highlighted in yellow. (You will be prompted to complete anything you miss.)



**Step 1:** *Employee completes brief self-reflection, then shares with supervisor*

Employee Name: *	Supervisor Name: *
Employee Title: *	Supervisor Title: *
Employee ID: *	Department/Unit: *
Employee UA Email: *	Supervisor UA Email: *
Period Start: *	Period End: *

**ACKNOWLEDGE YOUR ACCOMPLISHMENTS**

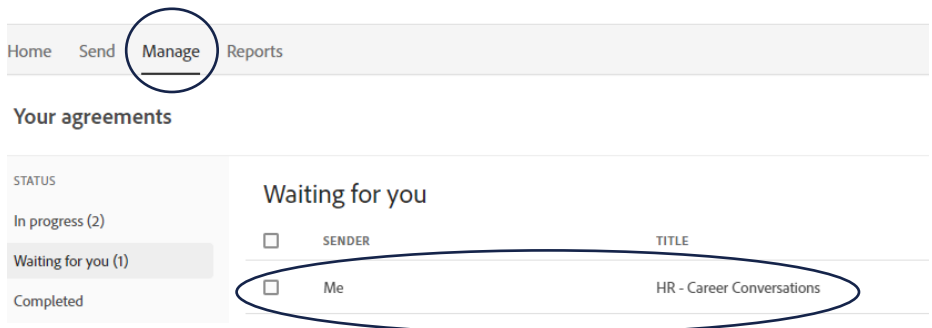
6. We encourage you to write SMART goals for success that align with the objectives of your unit and the University values.

- S = SPECIFIC
- M = MEASURABLE
- A = ACHIEVABLE
- R = REALISTIC
- T = TIMELY

**SET SMART GOALS FOR SUCCESS**

- Share at least 3 goals you will work towards during the next 6-12 months:
- As part of each goal, indicate how it aligns with the goals of your College/Division/Department or the University Strategic Pillars (Wildcat Journey, Grand Challenges, Arizona Advantage, Arizona Global, Institutional Excellence).
  - Note which of the University Values (Integrity, Compassion, Exploration, Adaptation, Inclusion, Determination) you will embody in achieving each goal.

7. If you need to pause in the middle of completing the form, simply close Adobe Sign. When you log in next time, select “Manage” on the Navigation bar and locate the Career Conversation document under the “Waiting for You” tab. Hover over the row and select “Fill” to continue completing the document.



8. Once you have filled out all sections, a black bar with a “Submit” button will appear at the bottom of the page. When you are satisfied with your responses, select “Submit” to email the Career Conversation to your supervisor.



9. Your supervisor will complete the Supervisor’s Response sections. Then they will schedule a meeting for the two of you to celebrate your accomplishments and discuss how to support you in achieving your goals.
10. The supervisor will return the document to you for optional final comments and your signature.