

Annual Career Conference (ACC) - Preparation Tips

ACC Homework – Be prepared!

Be prepared in advance of your scheduled meeting. As you complete your form, think about the following:

- **Time Spent** – How do you spend your time? What activities do you perform?
- **Goals Met** – Did you achieve your goals from last year? Did your chief know what your goals were? Think about your performance as a faculty member and what your chief thinks about it. Why were you hired?
- **Accomplishments** – Be prepared to discuss your accomplishments. Think: What do you want your chief to know about you? This is your opportunity to get face time and let the chief know what he may or may not know about you.
- **Update CV** – Be prepared. This can take time – don't wait until your conference is scheduled – update it along the way.
 - Please refer to: <http://www2.massgeneral.org/facultydevelopment/cfd/cv-toolbox.html>
- **HMS Promotion Criteria**
 - Do you understand it? Do you know what resources are available to you?
 - Please refer to: <http://www2.massgeneral.org/facultydevelopment/cfd/promotion.html>
 - Do you know which promotion criteria you want to follow/are following? Think about the work you are doing now and how it meets or does not meet that criterion. What do you need to do to get back on track if you find you are somewhat off track?
- **Resources** – Really think about what resources you need to do your job and if they are being provided to you.
- **Mentoring**
 - Do you have a mentor(s) currently?
 - If yes, be prepared to talk about what they do for you and what could possibly be improved in that relationship.
 - If no, do you feel you would like a mentor(s) to help you out?
 - Have you mentored anyone this past year?
 - If yes, think about how you have helped them or maybe how you could improve in that role.
 - If no, should/could you think about becoming a mentor?
- **Future Goals** – Think about your goals for the upcoming year – what do you want to be doing in the future? Are you on track for getting there? Are there things getting in the way?
- **Achieving Goals** – Think about how you will achieve your goals – what help do you need? Is there training you need? Is there a need to change how you spend your time? Additional resources needed, etc.? Be prepared to discuss this at the conference. It may be helpful to practice this conversation beforehand – perhaps with your mentor or colleague.
- **Plan** – Have a plan in mind – be prepared with options.
- **Completed ACC form** – Does your chief have all the relevant documentation prior to the meeting? *A completed ACC form and highlighted CV are a pre requisite for this discussion.*

The Career Conference

Be prepared to have a dialogue – this is about both speaking up for yourself as well as listening.

- **Advancement** – This conference is for you and your career advancement – do not necessarily think of it as a performance evaluation.
- **Contributions** – Clarify your accomplishments and your chief's expectations. Solicit concrete suggestions about what is required for promotion to the next level based on your career path/trajectory. Do you need to do more teaching on a regional or national level? Has your clinical work been properly documented? Are you sufficiently prepared in authoring peer-reviewed articles or book chapters? *Your chief (and mentor) will want to hear about your strengths & contributions.*
- **Action Plan** – As you know, writing/publishing articles and developing proof of scholarship are time-consuming and arduous activities -- drops in productivity can occur. In this case, impress your chief by developing an action plan that addresses and alleviates the drop and discuss it at the conference.
- **Relate** – Relate how your skills align with your department's mission; as you become a more experienced researcher and/or clinician-teacher.
- **Support** – When your contributions are acknowledged, you may feel more comfortable to request further support for projects (establishing a special program or clinic, grant-writing assistance, etc.).
- **Options** – You can explore options with your chief if your current position is not producing the best results.
- **Conversation** – there is a possibility that your career conversation could have some difficult moments – be honest, non confrontational, do not come across as defensive and listen. You can always schedule a follow up meeting to finish this part of the conversation, if you need more time to reflect.
- **Challenges** – Talk about these areas and be prepared to discuss and consider how they may affect your advancement.
- **Follow up – It is a partnership.** Be proactive in following the action plan created in the conference. Ask your mentors to provide any further tips and ask them to be partners in keeping you accountable to your goals. Regularly update the person you had the conference with on your progress.