



Career Check-In

Please complete this Career Check-In Survey at least 1 week prior to your annual Employee Planning Meeting. A manager will review this form and discuss it with you at your annual Employee Planning Meeting.

** Marked fields are required*

1. Name *

2. Current matters / secondments *

3. Other matters and secondments since your last planning meeting

4. Fun factor

Did you enjoy the work that you did and your daily work interactions?

5. Fun factor

What did you enjoy and not enjoy about the work that you did and your daily work interactions?

6. Connection factor *

Did you feel sufficiently connected with your colleagues at Proximity?

7. Connection factor

What keeps you feeling connected? What could be improved?

8. Support factor *

Do you feel supported in your work through IT, systems, resources, people to ask?

9. Support factor

What support do you use? What could be improved?

10. Wellbeing factor *

Please rate your working conditions, working environment, working hours, work pressure since your last Career Check-In Survey

11. Wellbeing factor

What was good about the working conditions? What could be improved?

12. Skills and experience factor *

Did you become a more skillful professional since your last Career Check-In Survey?

13. Skills and experience factor

Have you had the right skills for the roles that you have undertaken? Are you satisfied with your skills development? What could be done to improve skills development?

14. Financial factor *

Did you receive appropriate remuneration from Proximity in the period since your last Career Check-In Survey?

15. Financial factor

If you are not satisfied with your remuneration, is that due to your remuneration rate or (for casual staff) your utilisation level

16. For casual employees, how many days in the past 12 months would you have liked to have worked but did not work due to no suitable work being available?

17. Key contributions *

Please list your key contributions in:

- *client delivery*
- *client development*
- *people*
- *operations*

18. Contribution score - client delivery - (advisory work, secondments, product development) * *Self-assessed score of your level of contribution.*

19. Contribution score - client development - (tenders, marketing, promotion, client events, client engagement, delivering training, winning work for others) * *Self-assessed score of your level of contribution.*

20. Contribution score - people - (people management, recruitment, mentoring, coaching) * *Self-assessed score of your level of contribution.*

21. Contribution score - operations - (precedents, templates, processes, IT systems, innovation) * *Self-assessed score of your level of contribution.*

22. Attendance score *

Please give a self-assessed score of your level of attendance at Proximity meetings and events including B2B, Practice Group Forums, Client Forums, triathlon, dinners and drinks, etc

23. Responsiveness score

Please give a self-assessed score for how responsive you feel that you are in responding to requests, surveys, etc

24. Are the following up-to-date

-CV Yes No

-case studies (including for the matters I've listed above) Yes No

-Client Contacts and Other Contacts Yes No

25. Implementation of your current employee plan

If you have a current employee plan from your last Employee Planning Meeting, to what extent and how has the training, skills development, contributions, targets and actions been completed?

26. Proximity's reputation

What have you heard from the market about how Proximity is perceived?

27. I understand Proximity's strategic goals, objectives and values?

Select all that apply in the next 12 months Advisory work.

28. Preferred delivery method

Select all that apply in the next 12 months Advisory work.

29. Preferred type of work

Select all that apply for the next 12 months

Legal - commercial

Legal - public and administrative

Legal - litigation and dispute

Legal - employment and workplace relations

Commercial - procurement

Commercial - business case development

Commercial - contract management

Governance - probity

Governance - program review and evaluation

Legal - pro bono

Training development and delivery

Support - marketing, communications, events

Support - tendering and business development

Support - other

30. Preferred workload

Please describe your preferred workload during the next 12 months (hours per day, days per week, weeks per year)

31. Planned leave

Please list any periods of planned leave, even if it is just a thought to take leave and not locked-in

32. Preferred employment model *

Permanent

Casual

Contractor

33. Clients and colleagues

Please list any particular clients or Proximity employees you would like to work with

34. Planned learning and development *

Please list any formal and 'on the job' learning and development you would like to undertake in the next 12 months

35. Proposed contribution *

How do you propose to contribute to Proximity's business, apart from doing client billable work, in the next 12 months?

36. Mentor / Buddy

Please list if you are a mentor or mentee, a coach or being coached, a buddy or have a buddy (please list even if you have a mentor or coach who is not a Proximity employee)

37. Would you like to have a buddy, coach or mentor?

Yes No

38. Would you like to be a buddy, coach or mentor?

Yes No

39. Career objectives (short term) * *Please list your career objectives for the next 12 months*



40. Career objectives (long term) *

Please list your long term career objectives and what you need to do to accomplish them

41. Remuneration expectation for the next 12 months

42. Two good things that Proximity can adopt from other professional services firms

43. One great original idea to improve the business

44. One thing we should keep an eye on

Possible changes in the market, things that require more focus, unmanaged risk

45. Recruitment *Please list anyone you think would be a good recruit for Proximity*

46. Recognition *Please list any colleague(s) you think are doing a stand-out job*

47. Other Topics

Please list any other topics not covered in this survey that you wish to discuss in your planning meeting

48. How easy was it to complete this form?

Please give a rating from 1 (very difficult) to 5 (very easy)