

## F/CM Employee Guidance on Career Development

**Purpose:** This document has been developed to help outline some key information regarding conversations about Career Development within Facilities/Construction Management.

**Initial Step:** To prepare yourself for conversations with your supervisor, we suggest completing the LinkedIn Course found in AccessUH titled, “**Having an Honest Career Conversation with Your Boss.**” This is an hour long course that gives pointers and suggestions on what to do and how to prepare for a discussion on your next steps.

**Next Step:** After completing the course, schedule a time with your supervisor to lay-down a potential path for your career development at UH. Be prepared with ideas and have a plan in mind. Understand that this is the beginning of a series of conversations.

Completing probation is typically the first criteria for developing a career within F/CM. Maintain excellence throughout the probation period and beyond. Sustain a superior performance standard.

Be mindful of the process but make sure to continue to maintain communication with your supervisor. Ask the supervisor when the next conversation could be expected.

This is your career. Your development. Help yourself. Be persistent.

*“Sometimes to get what we want, we have to ask directly. After all, hoping someone will reward us, acknowledge us, or gives us what we need, is not a strategy. It’s just that, it’s hope.”*

*Having an Honest Career Conversation with Your Boss*