

F/CM Supervisor 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 employee, 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 potential next steps for employees.

Next Step: Be prepared for your employee to schedule a time with you to lay-out a potential path for their career development at UH. Understand that this is the beginning of a series of conversations. Be clear on expectations the employee can have as far as the timeline and criteria that has to be met for any future opportunities.

Completing probation is typically the first criteria for developing a career within F/CM. Maintaining excellence throughout the probation period and beyond should be measured and documented. Employees should sustain a superior performance standard and be made fully aware if they are meeting this level.

Be mindful of the process but make sure to continue to maintain communication with your employee. The employee might ask when the next conversation could be expected so have a timeline in mind.

This is the way we can build futures and maintain excellence.