

TIPS TO START A CONVERSATION WITH YOUR SUPERVISOR REGARDING UCAP POSITION MAPPING

There are four basic steps to conducting a conversation: Preparation, Initiation, Discussion, and Conclusion.

Preparation

Prior to your conversation with your supervisor, familiarize yourself with UCAP and the position mapping process. Visit ucap.arizona.edu for FAQs and terminology used regarding the project. Watch the [position mapping webinar](#), and review the [career architecture](#).

The position mapping resource might help you articulate your position to your supervisor. Utilize the step-by-step [position mapping resource](#) to gain knowledge and understanding of where your job fits within the new architecture.

Initiation

Find a time for the conversation when you're sure you will have your manager's full attention. You can use email to set up the meeting, but wait until a face-to-face interaction before you discuss questions or concerns. It's best to find a private place where you can discuss the mapping process.

Be clear and direct. Something along the lines of, "I'd like to discuss UCAP position mapping. When would be a good time to talk about this?" is a good way to initiate a conversation.

Propose an agenda. Be sure your conversation focuses on what you see as best for your position description in the career architecture, and the organization.

Discussion

Use a collaborative approach with your supervisor. You want to communicate effectively:

- the scope of your responsibilities;
- the number of tasks you now perform;
- and the minimum qualifications you believe are necessary to fill your role, and;
- knowledge and skills used.

Ask your supervisor for their perspective and feedback regarding the position mapping, and your role and responsibilities. Be sure to ask for clarification if necessary.



Conclusion

Summarize the conversation and list action items. While mapping is not a reflection of individual performance, this is also a great place to ask for feedback and discuss your career goals with your supervisor.

If necessary, request a follow up after you have been mapped to the career architecture, if necessary. For UCAP, remember once the job mapping process and salary structure development have been completed, employees will be notified of the results and will be given an opportunity for a subsequent review of the initial mapping results.