Managing Up: Building Your Relationship

Transparency
- What are your expectations of your job? What are your boss's expectations of your job? Do they align with your job description or the institutional mission?
- How do you demonstrate your worth to the boss and institution? Does your boss know what your job is or do you also need to explain your functions?
- What are your boss's strengths and weaknesses? What are your strengths and weaknesses?

Communication
- How are you comfortable communicating? What is your boss’s preference? Are your communications styles in conflict? If so, what can you do to meet your boss’s expectations?
- What do you do when you disagree with your boss?
- How do you keep your boss informed? How do you request feedback and communicate with your boss? Do you ask clarifying questions? Do you notice their body language?

Application
- Have you learned the workflow expectations of your boss? Have you adjusted or worked on skills that align with their expectations? How are you contributing to the success of your colleagues, your boss, and your institution?
- How do you anticipate your boss’s needs? Do you anticipate problems before they happen? When presenting a problem do you provide pre-prepared solutions?
- How comfortable are you at changing your priorities as needed by the boss and institution? Are you prepared to update on your projects and tasks?

Trust
- Have you put yourself in their position when considering problems/assignments? Are you saving them time?
- Are you given increasingly responsible tasks?
- Have you surprised your boss? Have you gone to their boss without informing them?

Growth
- Are your goals aligned with your boss's and institutional goals?
- Are you actively engaged in establishing your professional role?
- Do you feel a sense of ownership or stability in your role?