



## A Path to Success ... Getting Started

**“If You Don’t Know Where You’re Going,  
Any Road Will Get You There”**

Your path to becoming a Construction Inspector is clearly defined. That’s the purpose of the **Job Book**. However, reaching that goal depends on you and your firm. Your experiences along the way will be unique and challenging. In order to ensure your progress, your firm, as your partner, wants to help you **get started** so that you will understand what is expected of you whether you are an existing Trainee or a new Trainee.

### **Existing Trainee:**

- You should become familiar with the new training program by reviewing the **Job Book** and learning how it’s designed to help you achieve your goals.
- Your “progress to date” will be applied to and measured against the required course work and the essential job elements as prescribed in the **Job Book**. This means that you will be meeting with your Mentor to discuss your accomplishments and experiences to date. This will involve required documentation so that your firm will be in a position to reward you accordingly with an in-band adjustment or, upward role change at the one-year mark and completion of the program.

### **New Trainee:**

- During your first month you will attend an orientation to help you understand the culture of your organization, your firm’s expectations, how you fit into the big picture, the roles of other construction-related staff, and the various resources available to you. You will then return to your project where your Mentor will work with you in deciding which job elements are appropriate at this stage of your development.
- You should become familiar with the new training program by reviewing the **Job Book** and learning how it’s designed to help you achieve your goals.
- You may already have completed some of the required (or similar courses), certifications and job elements in the **Job Book**. If so, it’s important that you communicate this information to your Mentor. You will be required to provide the proper documentation or demonstrate proficiency in those tasks in order to obtain the necessary sign-offs.
- Throughout your tenure as a Trainee, you will be working with Monitoring Inspectors and Project Engineers to discuss your accomplishments and experiences.