



*Get The Job You Want Faster'*

## **Getting Promoted Checklist**

Here are some things you can do to increase the odds of being promoted at your company.

### **Identify Internal Opportunities**

Set up job alerts for specific job openings at your company.

Monitor emerging needs in the company you could help with. Sell the need for a new role you could fill based on company pain points

### **Let The Boss Know**

Insert career development questions and topics into 1:1's with your boss. Occasionally request meetings to talk about your performance, an expanded job role and career development. Ask for what you want and give the business case for getting career development support and a promotion.

### **Get A Mentor/Advocate**

80% of people who get promoted had a mentoring relationship with someone higher in the company who helped spread the good word about them. A good mentor will coach you, open doors, and advocate for you.

### **Make Presentations**

Demonstrate your communications skills and get a lot of visibility by making presentations to your team, department, division or at company All Hands meetings. Volunteer to present and eagerly accept invitations to present. Show how you can connect with and engage the audience.

### **Work On The Right Projects**

Get on projects that have high company impact. Get on cross-company projects to learn about other groups and build relationships in other departments. Do things that make you indispensable for your boss and customers.

### **Document Results**

You can make a much better case for a promotion by showing detailed information about your past successes. Those who get results get ahead. Keep a record of everything you do that puts the company or your department in a good light.

### **Communicate Your Value Add**

If no one knows how great you are, you simply won't get ahead. If you or your team have accomplished some good things make sure people know about them especially the people doing the promoting. Share what you have done with the boss and boss's boss and the people who you want to work for someday. Especially tell them how you have contributed to things they care about and are measured on.

### **Be Seen As A Thought Leader**

Make a name for yourself in your industry through blogs, conferences, articles, speeches. Dress professionally and neatly — even on business casual days. Speak at conferences. Write blogs or white papers

### **Be Seen A Good Cross-functional Improver**

Build your reputation as someone who cares about the success of other departments and as a bridge builder and silo buster. Be a cross-company silo buster and bridge builder.

### **Build Relationships**

Develop a strong network with the “A” people in the company. Develop a good relationship with the boss’s boss

### **Learn Fast & Efficiently**

Secure a tutor that is willing to spend time with you to accelerate learning. Watch video courses (e.g., Lynda.com) to develop needed knowledge or skills. Attend webinars and take short online courses to develop needed knowledge and skills. Get involved in small volunteer projects that will give you needed experience

### **Establish A Stronger Bond With Your Boss**

Use all opportunities to make your boss a key supporter of your promotion by making him/her look good. Use performance appraisals not just to go over your accomplishments, but to talk with your boss about potential promotion and any roadblocks to it and how to overcome them.

### **Manage Your Workload**

Don’t say “yes” to much - ask for priorities and delegate stuff sideways and down. And maybe even up.

## **MOVING FORWARD**

OK now that you know what you could do, pick three things you will do next week and add things for the weeks after.

Good luck to you.

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