

Promotion Assessment

Are you ready to take the next step in your career with your current employer? If the answer is yes, it's important to take the time to prepare yourself for future discussions you will have with your manager and other involved parties, like Human Resources or a potential new boss. Use the following assessment to review your progress on key criteria to be considered for a promotion and potentially a salary increase. If after answering the following questions truthfully you are still confident you are ready, you will be a step ahead of your competition in getting promoted!

How long have you been with the organization? _____

What is your organization's policy around internal advancement and length of employment? (E.g. do you have to be with the organization for a minimal period of time before being considered for a promotion or job change)? If so, do you qualify?

Briefly describe your current position? _____

Provide specific examples of your successes in this position? What have you accomplished that went above and beyond what was asked of you?

What challenges did you face in this position and how did you overcome them?

What feedback did you receive on your most recent performance review? If you did not receive a performance review, what feedback have you received about your overall performance?

What improvements have you made to your skills, attitude, and competencies in your current position based on feedback you received?

How would you rate your performance in your current position? Circle one from the scale below.

EE = Exceed Expectations

ME = Meets Expectations

BE = Below Expectations

U = Unsatisfactory

Why? _____

What is the new position you are interested in? _____

How is it similar to your current position? How is it different?

What skills and qualities do you have that will make you successful in this new position?

What training do you need to be successful in this new position?

Why should your employer put you in this position versus another co-worker or an applicant from outside of the organization?

What will you do if you don't get the position? (I.e. leave the organization, wait for the next opportunity in the same role, look for a different opportunity)?
