



Get Promoted at Work: 9 Tips

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You are in a good job. You like your job and you like the company you work for most of the time. You have a plan to move ahead in your career, you are ambitious, and you work hard and deliver quality work on time. Yet, something is not quite right. You have been doing the same job for six years and, well, you don't want to spend your time doing the same job for the next six years. You want to move ahead in your career. You want to move up. But it's just not happening, and you don't understand why.

When we are at school as long as we pass our tests and exams we move up a grade. The same goes for tertiary education. Once we enter the world of work, the game is different. There are no longer exam marks to tell everyone how well we are doing. How well you are doing in your job is not obvious to everyone in the company. In the workplace you need to be vocal about wanting to move ahead and you need to demonstrate you want to keep learning and growing. Because only a few people usually know how you are doing, you have to promote yourself and ask for what you want. You don't need to hog the limelight and bore everyone with your achievements, but you cannot just sit there, head down hidden in your corner working. You need to engage and interact with people, and you need to express what you want from your company. Promotions don't just happen. You need to engage in certain actions.

Some tips to get promoted.

1. People need to know what you are doing and what you are capable of doing. Make sure your boss is informed of your capabilities and achievements, and tell others in the organisation, especially those in senior positions, about what you are working on. When you do communicate your work, make sure you do it in a concise, clear, and memorable way. There is definitely a right way to talk about your accomplishments, and if you need some help learning how to do so, then get it. If you want a promotion then tell people. Be a good verbal communicator. Speak up in meetings and contribute. Build relationships across the organisation and let people know what you are working on and achieving.

2. Generally, people will only promote you if they feel you have most of the skills and experience required for the job you will be promoted into. You are not going to get a promotion if the company feels you are not capable of doing the next level job. Get hold of a job description or role profile (or whatever they call it in your company) for the job you want to be promoted into, and read up on the qualifications, skills, experience, and other competencies required. Then make a plan to get skilled up so you meet the requirements.
3. Present your case for promotion. Document your success and market yourself. Keep a record of everything you do that enhances the bottom line, puts your department or company in a good light, that is creative or innovative, and that shows your sense of responsibility and commitment. Show how your work has benefited the company with specific examples and use numbers where you can.
4. Be really good at the work you are currently doing. If you cannot perform in your current job forget about a promotion. Take ownership of the work you are given from start to finish. Find ways to add value to the company. The more you can display exceptional work performance currently, the more likely you are to be considered for promotion.
5. Show leadership whenever you get the chance. Usually promotion is associated with having people (or more people) reporting to you. Show that you are good at managing people. Always be a team player. Help out team members. Help others succeed. Mentor new staff.
6. Attitude: Be positive and be good at managing stress and working under pressure. Be solution rather than problem oriented. If you raise a problem, suggest a solution. Volunteer your assistance before being asked.
7. Improve the performance of other people especially if you have team members. Raise the performance of everyone around you.
8. Avoid office politics and gossip.
9. Keep learning to show you are continuously improving and developing your skills.

If no one seems to mention anything about a promotion to you, or you ask for one and the response is not favourable, don't go and threaten to resign if you don't get promoted. It won't make you popular with the company and its immature. And, what if they tell you they are happy if you leave? Sometimes companies have no idea you are keen on getting promoted and will need you to tell them this. Sometimes a company will not be in a position to promote you right now because of various reasons which could include business changes, business performance, the lack of positions or the lack of money to do so. Sometimes your boss may never have even considered your being promoted. They may need to take in and assimilate what you tell them. They may also want to think about where you might be best suited.

Just because your boss doesn't promote you right now does not mean it will never happen. If you really do like your job and your company, and you see prospects for career growth and opportunities to learn skills and gain experience you want, then it's worth sticking it out for a while. If you are ready for a promotion and perform well, the chances are within the next year or two you should get your promotion. If, however you seem to be going nowhere, and you cannot see a reason for not being promoted, it may be worth your while to consider moving on.