

# How-To Get the Promotion You are After



You've been at your current company for a while. That enthusiasm you had for your job on day one hasn't wavered. In fact, you're more excited about the work you're doing, and the people around you than you've ever been. You've been a model of consistency meeting deadlines, leading teams, and tackling big projects. Your hard work hasn't gone unnoticed either. Your diligence has been lauded by your superiors. Maybe you've even received a bonus.

But now, you want more. More responsibility. More influence in decision making. More money wouldn't be the worst thing either. We're talking about a promotion. You feel like you're on the cusp of receiving great news but, the days, weeks and months seem to pass by.

The truth is, while you're doing an exceptional job, there's probably more to the equation. We polled the experts about what it takes to secure that promotion you're after. Here's what they had to say.

## Offer Solutions

Take a quick minute to think about someone in your organization who constantly complains. In their eyes, this person doesn't make enough money. When they make a mistake, they always place the blame on someone or something else. This mindset is the surest way to NOT get promoted.

Instead, be a catalyst for solutions. You're going to make mistakes every now and then. The key is to learn from them and deliver solutions that can be put into

action. Share these ideas with your boss. Not only does it show that you're humble enough to take ownership of your mistakes, but that you have the capacity to be proactive when things don't go according to plan.

## **It Actually IS Your Job**

There's nothing a boss hates hearing more than the words, "that's not my job." Just because something isn't in your job description, doesn't mean you can't lend a helping hand elsewhere when needed.

There's inevitably going to come a time when you're asked to perform a task outside your normal responsibilities. Instead of loathing this opportunity, look at it as a chance to make your organization better. Sure, your "job" might be outlined in the description from your hiring packet. However, your real JOB is to do everything you can to contribute to the greater good.

To go a step further, actively look for ways that you can help those around you without being asked or told. This type of behavior won't go unnoticed. In fact, it shows your commitment and dedication to the greater success of the company and everyone around you.

## **Find a Mentor**

The reality is that most of your coworkers don't actively seek out a professional mentor. Sure, they might be great at their job, but they don't make the effort to find someone they can learn from. Seeking out a mentor is one of the best things you can do if you want to move up.

Not only does it show that you're hungry, and don't want to remain stagnant, it puts you front and center in the eyes of your superiors. When the time comes, which it will, for someone to take the lead on an important project or department, you'll be in prime position.

## **Become a Problem Anticipator, Not a Problem Solver**

There's no question that your ability to remain cool under pressure is going to

serve you well in your career. When things go awry, maintaining a level head, and thinking clearly, are essential skills.

You know what your superiors love even more, though? Someone who can spot problems before they arise. When you're able to think strategically, and enact a plan of action, you demonstrate one of the most critical skills a leader can possess.

## **How Do You Spend Your Free Time?**

Take a look around and ask yourself how many of your colleagues are pursuing continuing education or attending industry workshops and networking events. Probably not all that many.

It's one thing to go through the mandatory compliance and professional development training. Improving your skills on your own volition is another matter entirely. The best part, it doesn't take all that much effort. A good strategy is to set aside some time once or twice a month to immerse yourself in a setting where you're surrounded by industry leaders and learn.

If you don't have time for that, try reading an industry publication or book in your spare time. Whatever you can do to advance your skills and knowledge is only going to be of benefit.

There's more talent in the workforce today than ever before. If you want to move up, you've no choice but to separate yourself from the status quo. If you make the effort, and employ some of the strategies above, your chances of getting that promotion you're after increase exponentially. The good news might even come faster than you think.

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## **Should You Take that Promotion?**



From the moment you finish your formal education, it's ingrained in your mind that you should always be looking to move up in whatever company you go to work for. The idea that if you show up early, stay late and consistently go the extra mile to set yourself apart is the key to getting promoted is what we are taught to believe. While getting promoted is usually equated with higher pay, more responsibility and a clear sign that your hard work has finally been noticed, there are a host of factors to consider before you sign on the dotted line.

Are you 100% ready to take the promotion? The obvious answer for most people is "absolutely". Even though getting the news that you're being promoted is sure to bring about feelings of elation in the immediacy, it's important to look at the opportunity from every angle as accepting could be life-changing. Below are some questions to consider with a clear head before you take the plunge.

## **Do You Have the Necessary Experience?**

Maybe you've been in your current role for a while and have proven time and again that you have what it takes to do your job. With your pending promotion however, do you have the skills and experience that will be required to meet the demands of the new post? For example, maybe you've been working in a role that doesn't require management skills and now you'll be charged with overseeing an entire team or department. If you plan on "figuring it out as you go," you may want to seriously consider the impact taking the promotion might have on you, the organization and your team.

## **Will You Receive the Necessary Training**

## **and Support?**

The truth is that not everyone who gives a promotion does so with consideration for what life will be like for the person in the new role. More often than you might think, managers don't have the clearest idea about what it takes to do the job effectively on a daily basis. This can result in a lack of necessary training and support which can not only make your life more stressful, but have devastating effects for the morale and productivity of the organization. So, before you dive in head first, make certain that you'll have access to the training, resources and support you need.

## **Is the Promotion Aligned with Your Goals?**

You have probably given some serious thought to the things you want to accomplish both professionally and personally. Maybe you want to become an influential leader but need more time to sharpen your skills or want to spend more time with your young family but the demands of the new job will have you spending your weekends at the office. While prestige and more money are alluring, your best bet is to carefully consider the implications the promotion will have on life as you know it before you make a decision.

## **Does the Promotion Fit with Your Strengths and Passions?**

Taking inventory of what you are good at and truly enjoy is a crucial step in deciding whether or not to take a promotion. Maybe you love working one-on-one with customers and colleagues and enjoy seeing the tangible difference you make, but your new job all but eliminates the opportunity for you to utilize your skills in a way you enjoy. What if you'll be chained to a desk away from the day-to-day or have to travel more than you'd like? Once again, it's easy to get excited about the benefits the job could bring in the short-term, but failing to realize the effects it might have on your core values in the long-term is a mistake you don't want to make.

# Have You Asked the Right Questions?

Just because you're up for promotion doesn't mean it's always your best option. Before you take on added responsibility, make sure you do some thorough research and ask the right questions. Was the previous person in the role fired? Is your promotion part of a reorganization? Does the new position see excessive turnover? What do your trusted colleagues, family and friends think about the opportunity? If you take the time to examine all the different dynamics of why you're being promoted, you might find some red flags that cause you to think twice.

Getting promoted is exciting, there's no doubt about it. It's a sign that your hard work has paid off and managers feel like you have the skills to take on more responsibility. Not to mention you're going to be compensated accordingly. While it all seems wonderful in the short-term, it's essential that you consider every implication taking a new job will have before you make a commitment. If you take the time to look at the entire picture as objectively as possible, you'll be in a better place to make a decision that is best for you and everyone involved.

If you do decide the promotion is not right for you, let your manager know you really appreciate being offered the new position and explain what you like about the opportunity, and what your concerns are. This discussion will let your manager know you've seriously considered the opportunity and may help determine a training plan moving forward.

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## Signs That You're Not Going to Get Promoted



Promotions are the goal for most employees. After all, who wants to stay in a dead-end job? Unfortunately, some employees are stuck in jobs with no opportunity for growth or a raise. If this is you, it might not be obvious at first. You could even receive extra responsibility, but without any extra recognition, there might be a problem.

As a recruiter, I see many people stuck in dead-end jobs. I have compiled a list of signs that you are not getting promoted. If you recognize some of these signs in your current position and are a Regulatory or Quality professional in the San Francisco Bay Area, I can help you find a job with opportunity for growth.

## **You Get the Work No One Else Wants**

Everyone gets their hands dirty from time to time- even your boss. No one really likes doing menial tasks, but they are necessary. However, when you're the one that ends up with this type of work day in and day out, it's a sure bet you're not as valued as you should be.

Whether it be your own fault for your willingness to do whatever it takes, or you're continually being looked over by your superiors and colleagues, it's now clear that you are replaceable. This is a safe place in the eyes of your boss and there's no need to fix a problem (promoting you) if it's not broken. Bottom line, you're not about to move up.

## **You're Out of the Loop**

People engage with you on a daily basis but it's only the cursory "good morning" or "how's it going?" Physically you're there just like everyone else but you're left out of closed-door meetings and conversations of importance. No one asks you

your thoughts on that collaborative project that the rest of the team is excited about. These are all signs that when it comes time for quarterly bonuses or promotions, you're not high on the list.

## **Your Boss Isn't Interested In Your Ambitions**

Managers that care regularly check in with their employees about their aspirations. Even if it's not with the same company, they genuinely want the best for you and will do whatever they can to help you get there. Maybe you even go to them for advice but none is given. Unfortunately, this is an indicator that you're valued only in your current role and the chances of being promoted are slim to none.

## **The Math Doesn't Add Up**

Even though things seem to be going well you start to notice irregularities. You're asked to take a pay cut or give up company health insurance, bonuses and recognition no longer exist, meetings between HR and company executives become more frequent. These are signs that there might be a problem beyond the control of you or your boss. If your company is on thin ice from a leadership or financial standpoint, it's a clear sign that any thought of a promotion is out of sight.

There are countless reasons that you might not be getting promoted. Whether it's poor leadership above you, financial trouble, or plain indifference on your behalf or someone else's, it's important to recognize the signs and take the necessary steps to improve your situation.

If you find yourself in this situation it's natural to feel discouraged. Not all is lost though! If you take the steps to update your resume in a way that highlights your contributions (I can help with that as well) and actively start looking for better opportunities, they are out there. There are plenty of clichés about making the best out of a seemingly hopeless situation but there's a reason why. Indeed, some of the greatest opportunities for growth and advancement stem from situations when you hit the proverbial glass ceiling. Look for signs that you can turn things



around if you generally enjoy your job. But also look for signs that things will not improve and develop a plan to improve your situation.

I'm here to help. If you are looking for a new opportunity in the pharmaceutical, medical device, or biotech industries in the San Francisco Bay Area, contact me, Jeff King at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.