

Assess Your Case for Promotion

Assessment Date:

Do you believe it's possible for you to be promoted in your current role/company? If so, explain why and if not explain why not.



Use: This is your own personal assessment for your case for promotion. Answer the questions honestly and try not to be biased. The goal here is to do a real self assessment understanding your own gaps before making a plan and talking with your manager. In this assessment, you'll assess the 4 components considered in calibration/review of a typical case for promotion: Performance At Level, Development Demonstrated, Supportive Relationships, and Consistent Brand -- so keep this in mind.

What's your timeline to advance to the next level?

What happens if you don't get promoted in this timeframe?

What's the driver for getting a promotion? (e.g. compensation, responsibility, authority)

What is your current level?

What is your desired level?

Current State/Level

Future State/Level

Performance Assessment

What is your current performance rating?

Any Gaps Noted?

What is your summary of performance feedback?

What do you think has been holding you back from getting to the next performance rating?

Performance Assessment

Performance Rating Expected

Summarize how you'll ensure no gaps?

Summarize Performance Feedback Expected

Summarize how you'll ensure you'll work to keep a high rating?

Development Opportunity Assessment

What are you doing today which is also expected at the next level?

Would anyone agree with your assessment above? If so, who?

Development Opportunity Assessment

What do you think it will take to demonstrate the next level?

How will you identify opportunities to develop at the next level?

Relationships

Manager

Have you expressed your goals for career advancement with your manager?

How would you assess your managers support for you to advance in your career?

Have you seen your manager be a champion for you with others? If so, explain

Peers

Are your peers supportive of you? If so how?

Have you shared your goals for career advancement with your peers? If so explain reactions

Business Partners

Are your internal/external business partners supportive of you If so how?

Leadership (+1 level above your Manager)

Is there any one in on your leadership team supportive of you if so how?

Are there any change agents who are champions for you, if so who are they?

Relationships

Manager

How can you get stronger support from your manager to support your case for promotion?

Peers (Future State)

How can you get stronger support from your peers to support your case for promotion?

Business Partners

How can you get stronger support from your business partners to support your case for promotion?

Leadership (+1 level above your Manager)

How can you get stronger support from your leadership team to support your case for promotion?

Brand Goals

What do you think people say about you when you're not in the room?

Are you well known? If so how would assess how known you are across your company?

Brand Goals

What do you think people should say about you to help support your case for promotion?

How will you build a better brand to support your case for promotion?

What steps can you take to further develop your brand across the company?