



It's Time to Move Up the Career Ladder!

# 47 Tips You Can Use to Get a Job Promotion

*updated 2nd Edition*

Karen S. Roberts  
AUTHOR

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*2<sup>nd</sup> Edition*

by  
**Karen S. Roberts**

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## *47 Tips You Can Use to Get a Job Promotion*

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## **Introduction**

So you want a promotion at work? It's a great goal. The purpose of this book is to help you obtain your goal of “moving up the ladder.”

At your place of employment, the managers or executives who will decide who gets promotions are watching your job performance, skills, attitudes, accomplishments, and achievements. They are also comparing you to other employees. Often they have a few different people in mind as candidates for promotion.

You need to stand out. You want to be seen as an exceptional employee. These 47 tips will help you do just that. Start today to implement them. You'll be on the way to that promotion.

## **1. Chart out a path to promotion.**

You have to know what you're aiming for in order to hit the target. Early on in your career with the company in which you are working, identify potential promotions that you might achieve. Think through what steps you may have to go through to reach the position you are interested in. Do you need more training, more education, or a certain amount of experience?

You will need to know your company's policy regarding job promotions. Find out how long you are required to work for the company before being eligible for a better position. Some companies require a minimum of six months.

Chart out your path. Make a list of the steps you'll need to take, in order. Put down an estimate of the time it will take you to achieve these steps. Begin with the first step immediately. When you have achieved it, check it off your list. You may be able to work on more than one step at once. Update your plan as needed.

In some companies you actually have to apply for promotions in the same way you would apply for a job. This means keeping your resume updated and keeping records for yourself of your accomplishments while working in the company. You may have to formally apply and go through an interview.

Don't keep it a secret from your supervisor if you are applying for a promotion within the company. She will be contacted by the department in which you are applying to work. Ask for a letter of recommendation and thank her for all of the training she has given you to prepare you for this next step in your career.