



LAS POSITAS



LAS POSITAS
COLLEGE

Landing the Next
Promotion

Landing the Next Promotion



Need to ask yourself...

1. Is the position right for me?

- Is it just because it is currently posted
- Want to remain with the same employer

2. Am I truly ready for the next promotion?

- Education and experience
- Knowledge, skills, and abilities

3. What are the motives to promote?

- Ascension within the ranks
- More money and benefits
- Tired/bored with current position
- See no future in current position
- Want to escape current situation (e.g., boss)

Assuming the answer is “Yes” for all the right reasons, you will then need to work on the following:

- 1. Employment Application**
- 2. Cover Letter**
- 3. Diversity Statement**
- 4. Presentation / Testing Requirement**
- 5. Professional References**

Employment Application

The Big No-Nos

- Late submission
- Leaving questions blank or incomplete
- Using acronyms or abbreviations
- Assuming the committee knows who you are
- No signature (including electronic signature)

The Must Dos

- Answer every question even if not applicable “NA”
- Information must match cover letter and resume
- Reference the resume to have all answers to questions
- Provide information being requested/solicited
- Be prepared to explain anything that is unclear

Cover Letter

The Big No-Nos

- Wrong institution/organization or position noted
- Incorrect supervisor identified
- Assuming the selection committee chair's gender
- Use generic/same cover letter as other positions
- No signature (including electronic signature)

The Must Dos

- Do research on supervisor
- Make every cover letter unique for each position
- Reference the job description
- Make a connection to the institution/organization
- Remain formal in communication

Diversity Statement

The Big No-Nos

- Do not make any assumptions
- Do not rely that the committee knows you
- Do not make any statements that may be misinterpreted
- Do not believe your personal background is only answer
- Do not use any gender or racial/ethnic slurs

The Must Dos

- Address the question being asked
- Stay within the word or character limit
- If personal background is important – state why
- Address working with students, colleagues, and public
- Do not simply state the institution's value statement

Presentation / Testing Requirement

The Big No-Nos

- Do not wait until the last minute to prepare
- Do not rely on technology to always work
- Do not remain seated while presenting unless directed
- Do not assume you may access the internet when testing
- Do not wait until the interview prep time to prepare

The Must Dos

- Follow all instructions given by the institution
- Stay within the allotted timeframe
- Be prepared with handouts for distribution
- Practice giving your presentation
- Review applicable computer software (e.g., Excel)

Professional References

The Big No-Nos

- Not all prior supervisors may give you a good reference
- Do not surprise references with no prior notice
- Do not assume references know you are interviewing
- Do not assume references know your career goals
- Do not burn any bridges if it can be avoided

The Must Dos

- List only trusted professional references
- You need to include your most recent/current supervisor
- You should also identify colleagues to serve as references
- Ensure the contact info for references hasn't changed
- Be prepared for back-up list of references just in case

The Internal Candidate

The Big No-Nos

- Do not assume everyone knows you
- Do not make false statements which may be discovered
- Do not rush through the interview
- Do not let personal relationships get in the way
- Do not believe the interview is just a formality

The Must Dos

- Promote yourself to the best of your ability
- Remember you are competing with strong contenders
- It is okay to brag about your work
- Remember the process is confidential
- Remember that this is how the hiring process works

Questions to consider prior to accepting the next promotion.

1. Is it really a promotion or a move in another direction?
2. Why am I attracted to the new position?
3. How will the new position affect my home/work life?
4. Will the new position help me fulfill my career goals?
5. Can I get along with my new supervisor/boss?

Things to consider when accepting the next promotion.

1. How do I leave my current position on a “high”?
2. What information do I leave behind for the next person?
3. Is a 2-week notice sufficient for my current employer?
4. How do I leave the window open in case of return?
5. Make yourself available for assistance, if needed

What to consider if the promotion does not happen?

1. What could I have done to prepare better?
2. Do I need additional education or experience?
3. What knowledge, skills, and abilities do I need?
4. Is it a “blessing in disguise” or “part of the plan”?
5. Reflect but do not obsess about the rejection

Landing the Next Promotion



LAS POSITAS
COLLEGE

Do you have any questions or would like to receive assistance in preparing for the next promotion?



Thank you for attending today's
FLEX Day presentation.