

Hello everyone!

Career Advice Part 2

Our Friday, June 4th class topic is a continuation of last week's "Career Advice." We will "pick up where we left off" (which means continue :-)) and discuss one very important aspect of career advice: **getting a promotion.**

We will participate in two activities:

1) Small group practice: giving career advice

We will use this story: "William Wants a Promotion"

- William, age 35, is employed by a large university. He works in the library as a "document specialist."
- This job is rated a "Level 100." He has worked in this job for three years. He has done a very good job and receives excellent performance reviews.
- He wants to advance his career, have more responsibility, and of course make more money. He feels he is ready to be promoted to the next level.
- His boss is always very busy and William is unsure about how to approach him and ask for the promotion

Questions: If William worked in a large university in your home culture, how could he get a promotion? Is it ok for him to approach his boss? What should he do? What should he NOT do?

2) Big group discussion: Getting a job promotion in an American company

Here are two great tips!

1. Have a **strategy**

- Review and document your achievements.
- Have solid evidence of your contributions.
- Request a formal meeting with your manager

2. **Timing** is Everything!

- Should you ask for a promotion, or wait “your turn” to be promoted?
- Pay attention to issues affecting the company or your manager.
 - Did they just have lay-offs?
 - Is the company struggling financially?
 - Is your boss under big pressure for a deadline
 - Is your boss under pressure from his or her bosses?
 - Predict your boss’s objectives
 - What about the ethnic, racial and/or cultural background of your manager? Is there a risk of a “culture clash”?

Vocabulary for Career Advice

Strategy – a plan of actions needed to achieve your goal

Timing -the choice, judgment, or control of when something should be done.

Career - the job or **profession** that someone does for a long period of their life.

Profession - a paid occupation, especially one that involves prolonged training and a formal qualification.

Networking - the exchange of information, advice, and referrals to assist in attaining your goal of finding a job, getting promoted, or changing careers.

Tip – giving someone good advice to achieve a particular goal.

LinkedIn - LinkedIn is an online platform that connects the world's professionals. ... A complete LinkedIn profile will summarize your professional experience to your connections, current and

future employers, and recruiters. Through your profile, you can showcase your professional life, milestones, skills and interests.

Job interview - A job interview is a conversation which occurs between a potential employer and a job applicant. During the job interview, the employer has the opportunity to appraise applicant's qualifications, appearance and general fitness for the job opening.

Performance review - A performance review is a formal assessment in which a manager evaluates an employee's work performance, identifies strengths and weaknesses, offers feedback, and sets goals for future performance. Performance reviews are also called performance appraisals or performance evaluations.

Promotion - A promotion is when an employee advances to a position that is classified at a higher salary grade, or in certain circumstances, an acknowledgment of significant greater responsibilities within the same grade.

Specialist - a person who concentrates primarily on a particular subject or activity; a person highly skilled in a specific and restricted field.

If we have time, we can share our “the best career advice we ever received.”

The best career advice I have received is regarding the job interview:

“You only have three seconds. . .” I hope to get to share this advice with you during our class on Friday.

If you have any questions or comments on this content, please feel free to contact me. I welcome your feedback! Email me at: annhillen.esl@gmail.com