

FAQ'S - AFTER YOU GET THE JOB

1. What is the best way of approaching your employer about changing your tasks or discussing a promotion?

Timing is everything. Don't be too aggressive too fast. In your first job after graduating you will do a lot of learning - take this opportunity to learn from colleagues and to volunteer yourself for committees and projects that may fall outside your actual job duties. This is a great way to learn, to network, and to demonstrate initiative. This will likely make a favourable impression on your employer and will open your eyes to new opportunities that may interest you. With that said, don't get too far ahead of yourself within the first year on the job. When it comes to promotions, you should be able to clearly demonstrate your worth through the outcomes you have achieved in your role and for the company. Also, you should have a clear idea of where your skills can be applied in a more advanced role. Ultimately, this discussion should be had during a closed-door meeting with your supervisor and should be approached with tact and professionalism. Focus on your accomplishments and interest in further developing your skills with that company through new challenges. Be prepared during this meeting to provide concrete examples of where you have been successful. Prepare a list of your achievements (and print to bring to the meeting) as they relate to the company targets, strategic plan, etc. It is important to be realistic about the outcomes of your meeting. Do your research and be realistic about the possibility for promotion based on the company's current financial situation. If they are not in a position to offer you a promotion, yet are interested in exploring the possibility of you taking on a new role or increasing your responsibilities, would you skill be willing to accept this offer? Consider the possible outcomes of your meeting and plan for how you will address these. Be sure to thank your manager for the meeting and follow up with a hand-written or e-mail message within 24 hours.