



Identify the position you want after the position you are applying for

- Always aim two positions ahead of where you are now.
- If you are the Sales Representative and want to be the State Manager then then you most likely have to work your way through the Sales Managers role to get there.
- Many people want to advance in a company and get a big promotion, but they find that there's nowhere for them to go because of the corporate structure or the size of the business.
- Do you want to be middle management in a large company or senior management in a small one?
- Do you want to maximize your income your learning experience or your responsibility?
- What really gives you job fulfillment? Money, titles. Power, flexibility, working for a cause or just making a contribution to something you feel is worth wild?
- To get where you want to go you may have to change companies or even change industries.
- Have you thought about the fact that you may have to physically relocate to get the job you want?
- Did you ever consider that the job you aspire to may not exist in ten years' time?
- If there is a specific job opening, then this part is easy, because you can apply for it.
- However, if there is not, determine a need for a position where you can improve the day-to-day business operations of the company by being effective in that new role.
- Once you've found the position -- or created a new position -- you'll need to find examples to prove that you're the perfect person for the job.
- Do your research - Though you don't need to say exactly how much money you'd like to make when you ask for a promotion, you should be prepared to talk about it if it comes up. Find out exactly how much you're worth, both in your company and the world at large. Look at Salary.com and PayScale.com and figure out what you should expect at your company as well as with the competition.
- These days you can't just wait for a promotion to fall in your lap. That happens sometimes, but most promotions, especially at large companies, require you to go through the application and interview process, and usually you'll have to compete with candidates from outside the company.



- Apply for the right positions. Don't just apply for any opportunity that pays a bit more than your current job.
- Look for opportunities that you are genuinely interested in and that you are qualified for. You don't have to have all the skills listed in the job description, and you probably won't, but you want to be able to make a good case that you'll be able to get up to speed quickly.