



Make sure people you are doing a great job!

- **Make sure people know you're doing a great job.** You don't want to toot your own horn too much, but you can't always expect your merits to speak for themselves.
- **Keep in good contact with your supervisor,** and make sure he or she knows what you've been up to (assuming you've had some smashing successes).
- **Don't be an attention grabber or "brown-nose,"** but make sure people know who you are and make sure you get credit where credit is due.
- **Celebrate success with the boss's boss as well.** Let people 'up the chain' know that you are having victories in the workplace!
- **Customer compliments.** If you get a compliment or a thank you from a customer, send it on to your boss with a 'isn't that nice' note attached.
- **Make sure the right people know you want a promotion.** Don't be afraid to tell your supervisor about your career goals--most good supervisors will ask you about them and try to be helpful.
- Continue to do a great job in your current position, and don't seem fed up with your current work, but let decision makers know if you really want a particular job.
- Set an agenda of getting your budget achieved or finishing off a big project and let your boss know that you are ready for the next challenge.