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## Working

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### Work Smarts

#### 3 tips to help you advance your career

Job promotions represent a way to further oneself both personally and professionally. Yet, many of us are unsure how to go about being considered for one.

Start the process when you're first interviewing, according to Ryan Hoyle, director of global recruiting for GalaxE Solutions, an IT company with an office in Detroit. "You have to assess if there's room for growth within the company," he says. "If everyone has a unique, specific job, there may not be. If it's a larger company that's

posting jobs, the chance is it's a promotable environment are much higher."

There are key steps to take when you want to be considered for a promotion, he says.

**1. Assess yourself and the environment.**

Hoyle recommends asking yourself, "Am I truly qualified, and does my performance support this belief?" If you're struggling to do the job you have now, it's not a good idea to ask for a promotion. "Whether you've been there five months or five years, you have to be qualified," he says.

**2. Find out whether your belief is supported by others.** Look at your HR evaluations or managerial feedback. What do your peers think of you? How about clients? When



Ryan Hoyle

asking to be considered for a promotion, Hoyle suggests having documentation with you of contributions that were recognized.

**3. Communicate your goals to the appropriate people.**

Follow corporate guidelines, which may mean looking at postings online or going to a supervisor to express interest. It's also important to find a mentor in the position you're considering, so you'll get a true picture of what the job entails, he says.

Most companies would rather hire a current employee. "They don't usually prefer to bring in an outsider if someone internally is qualified for the role," Hoyle says.

*Ryan Hoyle is director of global recruiting for GalaxE Solutions, an IT company with offices in Detroit, New Jersey, Canada and India.*