

Promotion Readiness Checklist



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Leadership Skills Audit

Do you demonstrate potential for the next level?

Mentorship:

- Have you mentored a junior colleague or trained new hires in the last 6 months?
- Can you name 3 skills you've helped others develop?

Project Leadership:

- Have you led a cross-functional project (even unofficially)?
- Did you resolve conflicts or make key decisions during the project?

Strategic Thinking:

- Can you explain how your work ties to your company's annual goals?
- Have you proposed a process improvement that was implemented?

Action Step:

If you answered "No" to 2+ questions, volunteer to lead a small team task or shadow a senior leader.



Visibility Check

Do decision-makers know your value?

Achievement Tracking:

- Have you documented 3+ measurable wins in the last quarter (e.g., “Boosted sales by 15%”)?
- Have you shared these wins with your manager or in a company meeting?

Cross-Department Relationships:

- Do you interact regularly with leaders outside your immediate team?
- Have you collaborated on a project with another department?

Action Step:

Start a “brag sheet” and send quarterly updates to your manager.



Soft Skills Evaluation

Are you leading with emotional intelligence?

Communication:

- Do you regularly give constructive feedback without sounding harsh?
- Can you recall a time you resolved a team conflict?

Adaptability:

- Have you successfully navigated a major change (e.g., new software, restructuring)?
- Do you respond calmly to setbacks?

Action Step:

Ask a trusted colleague: “What’s one thing I could improve to be a better leader?”



Alignment with Company Goals

Are you working on what matters to leadership?

Priority Awareness:

- Can you name your company's top 3 priorities this year?
- Have you aligned your recent projects with these priorities?

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Initiative:

- Have you proposed an idea that supports company goals?
- Did you take on a task outside your job description to help the team?

Action Step:

Review your company's latest all-hands notes or annual report.
Align your next project with a listed goal.



Career Advocacy

Are you driving your growth—or waiting for it?

Conversations with Leadership:

- Have you discussed career goals with your manager in the last 3 months?
- Did you ask for specific feedback on promotion readiness?

Skill Development:

- Have you completed training/certifications relevant to the next role?
- Are you actively networking with leaders in your target department?

Initiative:

- Have you proposed an idea that supports company goals?
- Did you take on a task outside your job description to help the team?

Action Step:

Schedule a career chat using this script:

“I’m eager to grow here. What skills should I focus on to prepare for a senior role?”



Scoring Your Readiness

- 15-17 “Yes” Answers: Promotion-ready! Highlight your wins and initiate the conversation.
- 10-14 “Yes” Answers: Close the gaps—focus on visibility and leadership opportunities.
- <10 “Yes” Answers: Build foundational skills first. Use the action steps above.



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Next Steps Checklist

- o Share your “brag sheet” with your manager.
- o Volunteer to lead a small project or task force.
- o Enroll in one leadership development course (e.g., Coursera’s Leading Teams).
- o Schedule a career path discussion with HR or your manager.



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