# Job Savvy

# How to Be a Success at Work

Sixth Edition

# Chapter 13: Getting Ahead on the Job

## Video Transcript

Slide 1

# Title Card

The Job Savvy video series for the sixth edition is brought to you by JIST Career Solutions, a leading provider of materials and technology that help build essential skills for career, academic, and life success.

Slide 2

# Chapter 13 Getting Ahead on the Job

You will be faced with many difficult decisions as your career advances in an organization. It is never easy to decide whether to stay or leave an organization, even when a new job seems like a great opportunity.

This chapter will help make those decisions easier as you create a career plan, evaluate job opportunities, and assemble facts to know your worth as an employee. You will learn how to deal professionally with your employer when requesting a raise or submitting your resignation.

Slide 3

# You, Incorporated

To thrive in today’s workplace, think of yourself as a business. Sell yourself to employers by focusing on your skills. Discuss your skills with the employer during your job interview.

Continually improve your skills or learn new ones by doing jobs and tasks that give you experience—even when you are frightened by the possibility of failure. Then be sure to market your skills. Discuss your skills with the employer during your job interview and when an opportunity arises remind your supervisor that you have the skills to take on the new task.

Volunteer for new tasks and projects.

Monitor trends. Keep track of changes in your occupation and the industry in which you work.

Improve your performance through job crafting—the process of making changes in your job on your own so the job fits your abilities and preferences better.

Slide 4

# Getting a Raise

Good pay helps businesses attract and keep good people. Raises are one way to reward good performance. The thought of earning more money can motivate employees to do a better job, but it’s important to know when you can expect a raise. Unreasonable expectations can create misunderstandings between you and your employer.

When you start a new job, make sure you understand your employer’s policy on pay increases. You are less likely to be disappointed by the size of your pay raises if you know what to expect. Knowing how your employer determines raises gives you an advantage and the motivation to work hard to receive a raise.

Slide 5

# Getting a Raise (continued)

Organizations give pay raises for many reasons. Organizations often give raises after an employee completes the probation period—a training period usually lasting one to six months. Incentive increases are based on the quality of work during a certain time period.

Cost-of-living increases are sometimes given to help employees offset inflation.

Organizations may give highly valued workers pay increases to keep them from taking other jobs. Sometimes employees take on added job responsibilities. Employers may reward this behavior by giving raises. Companies normally give raises to workers who accept new positions in the same organization, especially if it means a promotion to a more responsible position.

Slide 6

# Wage and Salary

An employee may earn a wage or be paid a salary. A wage is a specific amount of money earned for each hour worked. A salary is a flat payment per week or month regardless of hours worked. Employers are required by federal law to pay hourly workers an overtime rate for hours they work in excess of 40 hours per week. Salaried workers usually are more highly paid because they don’t receive overtime pay. If the hourly workers are working a lot of overtime, it’s possible for salaried employees to make less money than hourly employees in the same organization.

Slide 7

# Getting Promoted

Because organizations limit the number of supervisory and management jobs, promotions are difficult to get. Promotions are often worth working hard for because they have several advantages.

Normally, pay raises accompany promotions. A promotion often increases your status within the organization and improves your self-esteem. A promotion usually provides more challenging work and a release from boring duties. The typical path for promotions is to advance one level at a time. For example, you typically will be a supervisor and then a manager before becoming a director. If you aspire to a higher-level position at your company, you need to begin with a promotion to the first level of management.

Slide 8

# Getting Promoted (continued)

Promotions typically are based on two major criteria: seniority and merit. Seniority refers to the amount of time on the job. Merit refers to the quality of job performance. If specific skills or knowledge are required for the job, they are factored into the decision as well.

If you want to be promoted, keep track of job openings in your organization and apply for the job. Let your supervisor and HR know you are interested in a promotion. Create a network. Develop a reputation of being dependable. Create a job for your own promotion by making suggestions for accomplishing improvements in your workplace. You may be rewarded with a promotion.

Slide 9

# Getting Promoted (continued)

You need to be patient about getting a promotion. However, when someone with less seniority than you receives a promotion, you should ask why. Discuss with your supervisor the difference between you and the other worker. Ask for suggestions to improve your performance. Workplace politics could be a reason to be turned down for a promotion. Being part of the in-group with your manager or supervisor increases the probability that you will receive a promotion. To become a part of the in-group, help the manager whenever there is extra work or new projects. Volunteer when a request is made. Take advantage of invitations to lunch or social events that the manager provides.

Slide 10

# Networking

Networking is a helpful technique when you are seeking a different position within your organization. To form a network, you need to build relationships with your coworkers. Don’t limit yourself to those working in your department. Workers in other parts of the company may have access to information such as an upcoming retirement, an employee move, or a soon-to-be promotion.

Networking is about sharing information. You are a source of information and support to others in your group. Keep in contact with the people in your network. Even if you move to a different department or a new company, you may need their input later in your career.

Slide 11

# Career Development

The term “career development” refers to the process of reaching your personal goals in work and in life. To develop your career within the organization, set realistic goals. Decide what steps you need to take to reach these goals. Write out a plan to motivate you as well as provide a way to review your career plan and make changes when needed.

Create a portfolio to have a record of your work accomplishments. This will help you identify your skills and abilities, know your values, and set realistic goals.

Having a mentor—someone who takes a professional interest in you and advises you about your job—will be useful in setting and reaching your career goals. If you are unsure if someone might be a good mentor, ask the person for advice or help on a project before asking them to be your mentor.

Slide 12

# Career Development (continued)

Your portfolio should consist of examples that demonstrate your skills. The portfolio becomes a tool that you can use in an interview for a promotion or a job with a new employer. With the increased use of electronic information storage, digital or electronic portfolios are being used to document work skills and job history. The information in them is the same.

Your portfolio should include your resume and letters of reference. Educational information such as school transcripts and continuing-education documents should be part of the portfolio. Other items would be certificates of membership from job-related organizations, awards you have received and documents that demonstrate specific skills.

Slide 13

# Leaving a Job

Chances are you will leave several jobs. You might be dissatisfied at your job or have a new opportunity appear. If you are planning on leaving, it’s a good idea to not make any hasty decisions and to have another job waiting, if possible.

When leaving a job give reasonable notice, usually two weeks, and provide a letter of resignation. Your supervisor or HR may have other exit requirements. Frequently when an employee has access to computer-based information that an organization wants to protect, the employee must leave immediately upon submitting a resignation. If it is policy, don’t take it personally.

If you want to be remembered as a good worker and friend, act accordingly on your last days on the job. You might need a reference or other help from leaders and coworkers in the future.

Slide 14

# Finding a New Job

Before you begin your job search, start with the right tools. These tools include a résumé, a portfolio of job achievements and the JIST card. The purpose of the card is to help you network, and networking is the most successful strategy for finding a new job.

The essential data in a JIST card includes (1) your name, (2) contact information, (3) job objective (be specific), (4) summary of your experience and education/training, (5) summary of three to four major accomplishments, (6) special conditions of employment, and (7) a list of your greatest strengths or skills. This information should fit on an index card (3" × 5") and be given to everyone you contact while networking for a job.

Slide 15

# Finding a New Job (continued)

These facts will help you understand how to find a job more quickly.

Fact 1. There are always millions of job openings each month. The key to finding a job in less time is spending an average of 20 to 30 hours a week on your job search if you are unemployed.

Fact 2. Most jobs are part of the “hidden” job market. This means almost 80% of all jobs are never advertised. People find out about these openings by family members, friends, or network contacts.

Fact 3. Small business employees total 48% of all workers. When looking for a job, consider opportunities that are provided by small businesses, non-profits, or government.

Slide 16

# Finding a New Job (continued)

The following steps have been used to help thousands of people successfully find jobs.

Have a Clear Job Objective: A clear objective becomes the basis for all planning, actions, and communications dur­ing a job search.

Identify Your Most Valuable Skills: Be able to describe your top three skills and top three character strengths.

Identify Your Best Achievements: Turn these examples into stories that weave in statistics and facts.

Create Basic Job Search Tools, like a resume, portfolio, and elevator pitch. A good way to express this information is by using the JIST card to create an **elevator pitch**. An elevator pitch is a speech that lasts about 30 seconds and is meant to persuade someone to give you a job referral or interview. When it is done in person, you should conclude by giving your JIST card to your contact.

Google Your Name and be wary of content on the internet about you.

Set a Schedule for Your Job Search. Plan on spending at least 10 hours each week on the job search.

Make Each Contact Count Ask each network contact to talk with you for 10 minutes.

Focus on the Goal of Getting Job Interviews.

Keep Improving Your Job Search Skills. Seek help if needed and look outside your normal scope on the internet for job postings.

Never Give Up. Remember, each no from an employer is one step closer to a yes.

Slide 17

# Conclusion

A job provides you with many opportunities, including pay raises, promotions, challenges, satisfaction, recognition, friendships, and a career. It’s up to you to take advantage of these opportunities. When opportunities seem limited at your job, you may find your career will be better served by finding another job. By following the suggestions in this chapter, you can reach the career goals you set for yourself. Good luck on your journey!