



5-Step Career Readiness Checklist

Are You Ready for Your Next Promotion?

Intro

Feeling stuck in your role or unsure if you're truly ready for a promotion?

Most employees work hard—but don't know how promotions *actually* happen behind the scenes. This quick checklist helps you assess where you stand, identify gaps, and take control of your next career move with clarity and confidence.

This is your first smart step forward.

The Checklist

Step 1: Self-Assessment

- I can clearly articulate my top achievements from the last 12 months
- I understand my strengths and where I add the most value
- I know which skills I need to strengthen for the next level

 ***If you can't clearly explain your impact, decision-makers won't see it.***

Step 2: Visibility Check

- My manager understands my contributions
- Key stakeholders know the value I bring
- I regularly share progress, results, or wins

 ***Promotions don't come from being busy—they come from being visible.***

Step 3: Skill Alignment

- I know the expectations of the role I want
 - I'm already demonstrating some next-level responsibilities
 - I have a plan to close any skill gaps
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Step 4: Networking & Advocacy

- I have at least one mentor or career ally
 - I've built relationships beyond my immediate team
 - Someone would advocate for me in a promotion discussion
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Step 5: 30–90 Day Action Plan-One Each Month

- One skill I will strengthen: _____
- One visibility action I will take: _____
- One conversation I will initiate: _____

 ***Small, intentional actions create momentum—and confidence.***

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Ready to Move from “I Think I’m Ready” to “I Know I’m Ready”?

The **Promotion Readiness Toolkit** gives you the exact tools HR uses behind the scenes so you can prepare, position yourself, and confidently advocate for your next move.

Inside the Toolkit:

- ✓ Promotion readiness assessment
- ✓ Achievement & impact tracking templates
- ✓ Manager conversation scripts
- ✓ Career confidence exercises
- ✓ HR-informed promotion strategies

 **Upgrade to the Promotion Readiness Toolkit**  ***Stop guessing. Start moving with intention.***