



HOW TO ASK FOR A PROMOTION

(WHEN YOU KNOW YOU DESERVE ONE)



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Do you find yourself in any of the following scenarios?

1. You've been doing tasks beyond your standard job description normally done by someone in a higher position or pay grade.
2. You've been doing work that should be handled by more than just one person.
3. A vacancy has opened up and you feel that no one is more qualified for it than you.
4. You've been headhunted for a higher position in a different company but you would prefer to stay in your current company.

If you find yourself in any of these situations, it could be a huge favor to your career to summon up the guts to ask for a well-deserved promotion.

The Promotions Topic

Approaching the Promotions Topic can be tricky. So make sure to consider the following elements when crafting your email or letter of request for a promotion.

- ***Emphasize the value you bring to the table.***

What tasks are you already doing that are beyond your job description?

What responsibilities do you have that should be handled by someone in a higher position?

Are there any tasks that only you know how to do?

How does the company benefit by keeping you around, even if it means having to promote you or give you a raise?

- ***Touch on your tenure in the company and how you have been loyal in your service to the guests and the company.***

If you have been consistently Ranked highly in the Ranggo App by customers

and colleagues, make sure to mention this.

- ***Mention any notable achievements that make it clear how you are an asset to the company.***
- ***State the reasons why you believe hiring you for a higher position would be an easier and a more seamless process than hiring someone else.***

A new recruit still needs to be trained for the job and inducted into the business culture. Hiring someone who already knows the business, has good relationships with colleagues and is doing, or already knows, the job in the first place = savings!

Requesting Promotional Consideration

Once you've decided to go for it, here are some email or letter templates that might be helpful for you.

Make sure to edit them to suit your personal situation, role and experience before sending them out!

TEMPLATE 1

(Date)

Cecile De Guzman
Front Desk Agent

(Company Name)

(Company Address)

(City, State, Zip Code)

Subject: Consideration for Promotion

Dear (Recipient name),

I would like to express my desire to be considered for promotion to Front Office Supervisor.

I have been working in my current role as Front Desk Agent for (number of years). I believe that my experience, achievements and acquired skills make me a logical option for the position.

I joined the organization __ years ago and have always strived to serve the guests and the team to the best of my abilities. Because of this, I have received numerous commendations from guests as well as internal awards within the team.

I have been a consistent Top Upseller every month and have functioned as the departmental trainer for the past two years where I have been tasked to train and guide new-hires during their first few weeks. (State your personal achievements or awards).

I have also acquired many different skills in my current role. These include: (outline skills, training, achievements and special projects).

I believe all these skills make me qualified for this promotion. I am eager and excited to use these skills to help the company reach greater heights and provide the best service to our guests.

I would like to respectfully request for a face-to-face discussion where I can further highlight and detail my skills and qualifications.

Yours sincerely,

(name)

(current designation)

TEMPLATE 2

(Date)

Angelo Raymundo
Front Office Supervisor

(Company Name)

(Company Address)

(City, State, Zip Code)

Subject: Promotion Request for Duty Manager

Dear (Mr./Mrs./Ms. Last Name),

I am writing to formally request to be considered for the open position of Duty Manager. I am confident that my experience makes me qualified for this position.

In the __ years that I have worked in the company, I have acquired many different skills that will help me excel in this role should you select me for the position. These skills include (detail your skills and qualifications).

I understand the responsibility and time commitment that comes with a higher role, and I believe that my (mention your positive attributes) will allow me to tackle the challenge. I have also been with (company name) as a (current job title) for (duration) and am committed to contributing whatever I can to help further the company's growth and success.

As this promotion, if granted, will leave my current position open, I (provide your plan for the transition process). I am available to continue this conversation over a meeting at your convenience.

Thank you for your time and consideration.

Sincerely,

(Your Name)

(Your Signature)

TEMPLATE 3

(Your Name)

(Your Job Title)

(Your Contact information)

(Date)

(Recipient's Name)

(Recipient's Job Title)

(Recipient's Contact Information)

Dear (Mr./Mrs. Recipient's last name)

Thank you for taking the time to read this letter. I am writing to formally request that you consider me for the open position of (desired position).

I have been working at (name of company) for the past (number of years) as (current position), and I believe that I am ready to take on the next stage in my career.

Furthermore, I am confident that the skills I have acquired in my current position are enough grounds for me to be considered for the promotion.

In the past year, in my current capacity, I was able to (Describe your notable skills and qualifications, special projects you've spearheaded or handled, responsibilities and tasks outside your job scope, awards and trainings that are worth mentioning)

Although I take pride in the above-listed achievements, I am also aware that I am a part of a team, and I am grateful for your help and success through the years.

I am also aware that the role of (Job title) requires more time and a specific set of skills, but I am confident that I possess all necessary qualities to successfully fulfill all my responsibilities, should I be selected for the position.

Being a member of this organization for (number of years), I have developed a passion and keen sense of responsibility for the success of the company, and I am fully committed to continuing to playing a key role in the success of the organization.

I am aware that this promotion, if granted, will leave my current position vacant, and would ensure a smooth transition however I can. From the several employees that have worked directly with me, I can confidently recommend a few that have the potential to take over my responsibilities and will gladly provide any additional training or support to them.

I would be honored to be considered for this promotion and I thank you again for your time.

I would be glad to schedule an interview at your earliest convenience.

Sincerely,

(Employee's name)

You are called in for an interview to consider your Promotion Request.

Now what?

An important thing to remember is to treat a meeting to discuss a Promotion as if you are being interviewed in the company for the first time.

Now is not the time to get over-familiar and cocky, even if you are being interviewed by someone who is already very close to you.

Utmost professionalism is important as you want to convince them that you are deserving of being given a higher position in the company.

Dress appropriately, come prepared and conduct yourself in a professional manner.

Remember that you are basically selling yourself, so make sure you make them see the value they will get by deciding to promote you.

Give concrete examples where you've showcased exceptional guest handling skills, leadership skills and problem-solving skills.

Highlight the things you are already doing that would be considered duties of the position you are seeking, but be careful not to sound like you are complaining.

Be confident and assertive, but never arrogant and demanding.

Yes/Not Yet/No

How to handle and accept management decision

No matter how much you feel you deserve the promotion, there is still that chance that it might not be given to you for a variety of reasons.

If management responds with a resounding YES, congratulations! Your hard work and courage to seek advancement in your career has paid off.

Make sure to follow through with any promises you have made with regards to your performance, and to keep striving for improvement both personally and for the team.

If they are considering you for the position but still have areas of concern, do not be disheartened.

It may just be that you still have skill gaps that need to be further developed for the position, or training that you need to undergo.

You may have some character or interpersonal skills that you need to work on before they feel you can be entrusted with a higher position and more responsibilities.

Find out what is keeping them from saying yes, and develop a plan to work on those areas.

If you receive an outright NO, find out why (Politely).

They may have decided to hire someone else with more experience or more fit for the job.

They may have some budget restraints that they don't want to discuss publicly.

They may feel you don't yet have the maturity or experience to manage all the additional roles that would come with a promotion. You could ask for the opportunity to take on additional duties to gain these, ask for a mentor, or ask to work in other departments to gain additional skills.

They might consider that you would be more effective in a different role or department, and are thinking of you for a different promotion.

Whatever the case may be, it is helpful to know the reasons why you were not considered, so that you can work on improving yourself.

Be gracious when accepting rejection.

Thank the decision maker for their time and feedback.

You may be feeling burned or hurt, but by no means should you discuss the interview, the interviewer or the company in a bad light with colleagues or peers.

Always remember that you must never burn your bridges especially within the hospitality industry. It is surprisingly a very small world, and you would not want to limit your further chances of growth in the company OR the industry by letting your emotions get the best of you in a moment of rejection.

Remember you work in Hospitality and we are professional at all times!

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RESOURCES

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