

THE PROMOTION FOLDER

Employees interested in moving up *any of DMV's* numerous promotional ladders should begin their Promotional Folder *today*...In fact, this will help your *Upward Mobility* in general...No matter where your career takes you.

Employees who have what it takes to promote tend to be engaged in the job; tend to have that elusive quality called *Withitness*; and tend to be involved in more activities, opportunities and projects than their peers. *Unfortunately*, they don't often *document* those activities, opportunities or projects, and when the times comes for promotions, they don't always remember all the great things they've done for the Department, for their community, or for our customers.

And that's where a Promotional Folder comes in. Grab a manila envelope or an expandable file folder, or anything that will hold small scraps of paper...Precious small scraps of paper.

Then, every time you do something 'different' you drop a note in the folder.

- Represented office at "Government day"; drop a note in the folder.
- Complementary letters from the public; a copy of the letter goes into the folder.
- United Way Representative; drop a note.
- Memo from Manager concerning your input; a copy goes into the folder.
- Prepared a training class on that last OHV procedure; jot down a note & in it goes.
- Caught a stolen vehicle during a verification; send in a note.
- Spoke to a group of High Schoolers or Senior Citizens; add another to the folder.

THEN, when a P.R.E. or QAP or hiring interview comes up, you get all those notes out and use them as memory refreshers or as an actual *outline* for your presentation.

Promotional Readiness Examinations (P.R.E.), Employee Self Appraisals (ESA) or some such are used in many DMV Exams. These give the applicant a chance to address a series of situations/questions with examples of *HOW* they responded in the Real-World to that specific situation. *None* of us has a memory good enough to recall every activity, opportunity or project we've been involved with. But a note from a Promotional Folder can bring it all back.

For PRE's, you simply stack your pieces of paper on the question/situation it seems most applicable to. Then a simple sorting and rewriting process is involved, and not some lengthy attempt at *accurately* remembering everything you've done for the past few years.

For Hiring Interviews or Qualification Appraisals Interviews, a read-through of *your* Promotional Folder gives you factual, specific responses to virtually any question that's thrown at you. Responding with things you *did*, rather than what you *might do*, makes your answers stronger, more accurate, and less open to mistakes during the dreaded, "Well, what if..." half of many situational questions. You tend to come off more as a *withit doer*, than someone who's just in it for the promotion.

So...*start* the folder today. Then start thinking about all the 'stuff' that you *could/should have* put in there in the past. And then start jotting down notes *about* all that stuff you've done in the past....drop 'em in the folder along with the new ones.

Preparedness is *one* hallmark of employees who are ready for the next level of responsibility. A Promotional Folder is one tool to help prepare for that promotion.

A word to the wise is sufficient and a word to the sufficient is wise. **Word.**