**How to Discuss Professional Advancement with Your Supervisor**

**Before the conversation with your supervisor:**

1. Reflect on your professional goals.
   * Do you want to learn new job skills, take on more responsibility, or advance in the company?
   * What are your short-term and long-term career goals?
     + What skills, trainings, or certifications do you need to achieve these goals?
     + How can your company support you in these goals/interests? Consider talking with senior team members that might know more about what professional development opportunities may be available, so you know what to ask for/what is feasible for the company.
2. Reflect on your effort, skills, and initiative in your past and current job.
   * What evidence can you show your supervisor to demonstrate that you have gone above and beyond in your role and are ready for more?
     + *Tip:* review your job description and responsibilities and ask yourself if you have taken on more than is expected in your role. Jot down your answers and consider how you might share them with your supervisor.
   * How have you grown in your current role?
   * What else shows you are ready for advancement or other professional development opportunities?
3. Schedule a time to discuss.
   * Make sure you schedule a time when your supervisor does not feel stressed or overwhelmed—do not schedule the meeting right before a hard deadline!

**During the conversation with your supervisor:**

Review the following outline to get an idea of how a conversation with your supervisor might go. Remember, your professional journey and goals are unique to you, so tailor the conversation to best reflect your needs!

1. Express your gratitude for the meeting and your happiness with your role and company.
2. Referencing your job description and responsibilities, share the evidence you’ve gathered for how you’ve exceeded expectations and have excelled in your role.
3. Express your desire for more—this could be more trainings, learning new job skills, or wanting to advance in the company. Share your career goals with your supervisor if applicable.
4. Ask for their input. Are there any specific skills or trainings they would suggest for working towards your career goals?
5. Ask what can be done on your end to meet your goal(s)? Are they able to support you in this? What can they do?
6. Agree on next steps if possible.
7. Thank them for their time and willingness to explore opportunities for advancement with you, and reiterate your commitment to growth.

**After the conversation with your supervisor**

* If you have agreed on next steps that require your initiative, start on them promptly. Following your completion of those steps, ask your supervisor when you should meet again—remember, professional development conversations should be ongoing!
* If your supervisor has agreed to do something for you, feel free to gently check in with them after a few weeks if they have not followed through yet.