Preparing now for Specialists/Faculty Promotion
Tips for New Employees

1. Find a Mentor(s)
   a. You will have to take the initiative here
   b. Make it routine (a part of your annual review process)
   c. Use several people
   d. Building advocates

2. Document Everything
   a. Start Today
   b. Ask for samples of a vita
      i. Sample form (although it will change)
      ii. Gives you the content
   c. Document everything you do
      i. Assume everything is relevant
      ii. Get on a schedule, stick to it
      iii. I use my calendar to document
   d. Begin preparing vita now
      i. Get the instructions now & Follow Instructions
      ii. Have someone review your vita document

3. What looks good on your vita
   a. Match your job description
   b. Individual Innovation
   c. Collaboration
   d. Grants & Publications will always be well received

4. Make yourself indispensable to someone
   a. To your supervisor
   b. To state clientele (you will need letters of recommendations)