

Being recognized for your achievements has always been an important part of getting ahead in the business world. Here are some ideas that are effective in gaining recognition, yet are not boastful.

- **Internally** – Everyone hears about the importance of networking. Yet, few of us know what it really means or remember to do it where we work. Getting to know other employees within your organization (at the various divisions, plants, HQ) for the sake of understanding the business and meeting new people gets your name / reputation out there.
 - One way to do this would be to volunteer for cross functional teams or committees.
 - Another, to volunteer to HR to be a recruiter or interviewer for new talent coming in.
 - Writing an article for the company newsletter (i.e. announcing a new sales initiative that you drove (but do not mention directly) that has increased revenue and customers.)
- **Professional Organizations** – Join a professional network, whether it is the Society for Human Resource Management or the Professional Women’s Institute. Become known on the outside – this is your opportunity to hone skills, such as leadership or finance, that you may not be using in your day job. The key is to get involved and participate – volunteer and run for office. These activities get you noticed and you learn about other companies / industries / professionals / and recruiters.
- **Take a risk** – By accepting or volunteering for an unpopular assignment, your chances for success and recognition are multiplied. Also, don’t be afraid to accept a new functional assignment. This gives you the opportunity to learn more and broaden your background, but it can also dilute your credentials when its time to look for a new job. Weigh the risks and rewards carefully. Don’t forget to always know where you’re going and the numerous paths that can lead you there.
- **Excel at what you do** – If you are not successful at your job, no amount of attention is going to help you progress. Focus on your key functional area and continue to learn and grow in your profession. Believe in lifelong learning and self career development.

Submitted by:

Regina Olbinsky

President

The Career Group, LLC

Solon, OH

440.914.0722

regina@thecareergroup.net

www.thecareergroup.net