

[BIAS INTERRUPTERS] *small steps big change* 4

ASSIGNMENT TYPOLOGY WORKSHEET

Fill out the worksheet below with specific projects/types of work/assignments that are high-profile and fall under the categories provided below:

This process applies to: (circle one) Junior Senior Intermediate (_____) Other (_____)

HIGHER-PROFILE WORK:

Roles that provide the opportunities to gain new knowledge or become a subject matter expert (SME):
1.
2.
3.
4.
Opportunities to display knowledge to important audiences:
1.
2.
3.
4.
Opportunities to develop relationships inside the company that are important for promotion/comp:
1.
2.
3.
4.
Opportunities to develop relationships outside the company that are important for promotion/comp:
1.
2.
3.
4.
Opportunities that grant access to business development resources:
1.
2.
3.
4.
Other high-profile assignments in your organization that lead to promotion:
1.
2.
3.
4.
5.



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6.
7.
8.
9.
10.

LOWER-PROFILE WORK:

Routine Work: Work that must be done well but does not typically enhance promotion prospects:
Example: Often, but not always, serving on the Diversity Committee and/or mentoring junior employees falls into this category.
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

