

[BIAS INTERRUPTERS] *small steps big change*

Assignment Typology Worksheet

Fill out the worksheet below with specific projects/types of work/assignments that fall under the categories provided below:

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

High Profile Work:
Roles that provide the opportunities to develop deep technical expertise:
<i>Example: novel analyses</i>
1.
2.
3.
4.
Opportunities to display knowledge to leadership:
<i>Example: presenting work to senior leadership, being chosen to travel with the team, getting to be part of a special team</i>
1.
2.
3.
4.
Opportunities to connect with people in the central office:
<i>Example: completing a high-visibility task for the central office</i>
1.
2.
3.
4.
Opportunities to increase your profile and your network:
<i>Example: working on a project where someone else is leading, having the opportunity to put together a team</i>
1.
2.
3.
4.
Leadership and mentoring opportunities:
<i>Example: leading a team on a project, mentoring a junior employee</i>
1.
2.
3.
4.
Opportunities to autonomously solve an ambiguous problem:
<i>In contrast to doing a specified task in a specified way, can be big or small</i>
1.
2.
3.

4.
Opportunities to deal with the outside customer and learn what they want:
<i>Example: leading a project with an outside customer</i>
1.
2.
3.
4.
Assignments central to the company mission:
<i>Example: something that creates value or is likely to bring in future work</i>
1.
2.
3.
4.
Other high-profile assignments in your organization that lead to promotion:
1.
2.
3.
4.
Routine Work: Work that must be done well but does not typically enhance promotion prospects:
<i>Example: running tests before a product launch, quality assurance, document review, or project management</i>
1.
2.
3.
4.
Work that supports the organization: Essential day-to-day tasks that keep everything running smoothly:
<i>Example: Taking notes at meetings, managing documents and data, keeping track of budgets</i>
1.
2.
3.
4.
Teambuilding work: Work that promotes the harmony of the group
<i>Example: playing the peacemaker role, keeping working relationships running smoothly</i>
1.
2.
3.
4.