

[BIAS INTERRUPTERS] *small steps big change* 5

MANAGER ASSIGNMENT WORKSHEET

Instructions: Input the specific projects/types of work/assignments that were identified in the manager's typology meeting. Distribute to managers to complete the employee assigned column.

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

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



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2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Lower-Profile Work	Employee Assigned
Routine Work: Work that must be done well but does not typically enhance promotion prospects:	
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.

Answer the following two questions:

1. How do you decide who to assign work to?

2. What would be the challenges (if any) if you wanted to give the glamour work assignments above to broader pool?

