GETTING AHEAD ON THE JOB (GROUP DISCUSSION)
ANSWER KEY

1. What is the difference between a raise and a promotion?

   A raise is making more money in your existing job, while a promotion is an advancement in the company into a new job with greater responsibilities.

2 What are the reasons for raises?

   Cost of living, additional work experience, doing a good job, a re-evaluation of the base compensation for a specific job function, etc. Remember, you are being paid to do a good job. You do not earn a raise just by doing a good job. Some companies do give raises as rewards for exceptional work. However, raises that reflect gained experience and cost-of-living adjustments are usually given to employees once a year.

3. What are the reasons for promotions?

   There is a job opening at a higher level than the job you currently have and management determines that you are the best employee to handle that job. Promotions are not rewards for good work. Companies promote employees they believe can handle the new work assignments best.

4. What benefits come with promotion?

   Increased pay, more respect, better assignments, and improved self-esteem.

5. What can you do to put yourself in position for a promotion?

   Go above and beyond in your work assignments, get to know the company and company's products, demonstrate good interpersonal skills, demonstrate good problem-solving skills, get along with your supervisor, get along with other workers, have good ethics, etc.