Communicating Your Accomplishments

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Agenda

• Why you can and should be sharing your accomplishments
• What you can share
• Where you can share
• How you can share
Thinking about Why and What

- What do you want to be able to share? Why do you want to share? What’s the goal?
- What’s challenging about sharing with others?
- In what situations have you found it easy to share?
If you don’t document it and tell people, it didn’t happen [and can’t help you].

-Jacob Rawlins, PhD
Why Should You Share Your Accomplishments?

• To promote the value of the work you do and the impact you make.
• To demonstrate how you are helping meet institution/strategic goals.
• To put your name out for other possibilities.
• Because, often, no one else will do it for you.
What Can You Share?

- Publications/acceptances
- Conference presentations/acceptances
- Grant awards
- Awards or fellowships
- Book contracts/publications
- Patents/copyrights
- Keynote or workshop invitations

- Major employment milestones
- Impressive teaching accomplishments
- Ways you’ve gone above and beyond work duties
Where Can You Share Your Accomplishments?

**Meetings and Emails**

- To/with chair or supervisor
- To/with dean or appropriate associate dean
- To/with your team
- To/with your college or unit's communications professional
Where Can You Share Your Accomplishments?

Meetings and Emails

Professional Documents

- CV
- Annual review
- Promotion/PTR narrative
- University webpage
- Professional bios
Where Can You Share Your Accomplishments?

Meetings and Emails

Professional Documents

Your Web/Social Media Presence

- Professional website
- LinkedIn
- Others?
Where Can You Share Your Accomplishments?

- Meetings and Emails
- Professional Documents
- Your Web/Social Media Presence
  - Disciplinary social media
  - Alumni magazine or social media
  - Others?
Where Can You Share Your Accomplishments?

- Meetings and Emails
- Professional Documents
- Your Web/Social Media Presence
- Other Media
- Institutional Media

- Start with your college/unit comm person!
- Or reach out to Brittany Aiello
What Does Institute/College Media Share?

- Stories related to current events
- Exciting research stories
- Exciting teaching stories
- Human interest stories
- Awards/fellowships/grants
How Can You Share?

Dear xx,
Hope you are having a great day. I want to share with you that I recently xx. I'm proud of this accomplishment because xx. It supports the unit's/Institution's strategic mission in xx ways. I'm happy to discuss this work in more detail [and for it to be considered in xx Institute publication].

Sincerely,
You