



# Tips for Making a Successful Job Transition

Despite excitement about a new position Junior Officers still need to leave on good terms.

JOAG Tip of the Month

Try to set your start date far enough in advance to give yourself ample time to tie up loose ends on your current job.

Consider which projects you will realistically be able to complete in your remaining time.

Prepare unfinished projects to be transferred to your replacement. Leave suggestions about "next steps" when able.

Make sure your boss and other managers know you are departing before you tell colleagues.

**Thank everyone** who has helped you either by providing references or in any other way. Consider an old fashioned hardcopy "thank you" card to convey your gratitude.

If you know your replacement, consider introducing him/her in person or via email to colleagues he/she will frequently interact with.

Use honesty and integrity when clearing out your office space. Do not remove government property or files. Ensure you copy only personal electronic files and emails. Update your email address with important contacts.

Keep bridges open. Even if you harbor negative feelings about your old job or boss, stay positive when talking about it to other people and during your final weeks on the job.

Exit interviews are a great time to discuss the positives you took from the job, share your coworkers' outstanding contributions, and provide warranted constructive criticism.

Kelsey, Robert. *10 tips for leaving on good terms*. 2016. 20 MAR 2016. <<http://www.recruiter.co.uk/archive/part-29/10-tips-for-leaving-on-good-terms/>>. Whiteman, Lily. *A checklist for how to leave a job on good terms*. 21 DEC 2015. 28 MAR 2016. <<https://www.govloop.com/community/blog/checklist-leave-job-good-terms/>>.