

Resume Hut



Don't burn bridges!

There are ways to leave your employer which are positive and professional and other ways which are harmful to both yourself and your employer. Try to do the following and your life (and reputation) will be much more positive.

- **Stay engaged and focused.**
Even though you may have mentally “checked out” and are focused on finding your next job - continue to do the very best work that you can. Avoid the temptation to slack off. Your next job might be months away - don't run the risk of establishing a poor performance record in the meantime.
- **Stay positive.**
NEVER bad mouth your company, employer, boss, or workplace. That will come back to you in ways that you really don't want. Continue to be loyal and positive - it will make your life easier and you won't run the risk of being labeled as a troublemaker or a disloyal or negative employee.
- **Smooth the waters.**
Make sure that once you are ready to accept the new job offer that the transition will be as smooth as possible.
 - Give as much notice as possible - bearing in mind that your employment contract may stipulate a minimum notice period. By giving as much notice as possible, you are giving the employer a fighting chance to have someone assume your duties and for you to help to orient that person and hand over outstanding projects. If you work hard to accommodate your employer - you will feel much better about yourself and your employer will likely be open to giving you a great reference!
 - Offer to keep your termination notice confidential and if your employer accepts that offer - stick to it. Tell no one and continue to provide your service in the best way possible.
 - Stay focused on your job and act like you were going to stay forever.
 - Never, never, never copy, steal, or borrow anything that belongs to the employer. It may be very tempting to take copies of files, or that manual that you created - but anything you created whilst employed belongs to the employer. If you want something - ASK!
 - Make sure that you return all of the property, equipment, supplies or documents to your employer and make sure they receive it. Don't leave a pile on your desk and assume that your boss knows what you have left. Generate a list of all the

property that you are returning and keep a copy. If possible - get your boss to sign it.

- Offer to participate in an exit interview and make it constructive! Avoid the temptation to leave that parting shot and tell the boss what you think of her. Give some honest but constructive advice please- your colleagues will love you for it!

If you're thinking of making a career change, come and talk to us for free. We've got more than 30 years experience in helping people make smooth and successful career changes. Call us today. We get results.