

## Tips on Exiting Your Current Position

When you realize that you are no longer sitting in the right seat of the bus, the feeling can be a bit daunting and overwhelming. Looking for a new job is not an easy process. Logic will tell us that it's important to have a plan, but our emotions will instill the need for immediate action now (evacuate). As you begin navigating through these steps, think about what's next. Below are a few tips to consider as you begin to plan your exit.

1. Always have an exit plan.
  - a. What do you want to do?
    - i. What worked in your previous job?
    - ii. What aspects of your previous job were intolerable?
  - b. What does that ideal role look like?
  - c. Update your resume.
    - i. What are the skills you will need to reach that goal?
    - ii. What will differentiate you from other applicants?
    - iii. Seek out recommendations from past leaders and companies you've worked with.
  - d. Request letters of recommendation.
  - e. Prepare a binder to keep all important information to have on hand for your next employer.
2. Start your search.
  - a. Talk with people in the field you are interested in.
  - b. Search job recruitment websites.
    - i. Keep track of contact information for all places to which you have applied.
  - c. Get in contact with a recruiter.
3. Stay positive and focused in how you prepare for difficult conversations.
  - a. There is no need to get into the minutia of why you are leaving. If asked, keep it simple and don't go into all the things that happened. What happened is in the rear-view mirror and you are now looking to your future
  - b. Do what is right. Show gratitude for what you learned despite the hardships you may have endured. There is always something to take away from a tough experience.
  - c. Offer to train your replacement to ensure your boss and company are in a good place when you exit.
4. Time it right.
  - a. Advance notice of your departure.
    - i. The standard is to give a minimum of a two-week notice. Some companies require a longer period based on the position.
  - b. Write a [letter of resignation](#) to Human Resources.
    - i. Simple and direct is the key here. Your name, position, a statement that says you are resigning and the date you plan to depart.
    - ii. Remember that your resignation letter is in print, which is easily shared. It is important to keep this polite and professional.
  - c. Schedule a meeting with your boss to resign in-person.

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- i. Try to get on your boss's calendar at the start of your day.
  - ii. Keep the conversation simple, positive, professional and constructive. Keep in mind, you may need a recommendation from your boss.
  - iii. Offer what you can do, train a replacement if you decided you are in the right mindset to do so.
5. Arrange your exit interview, if needed.
  - a. Be complimentary in your exit interview and continue to take the high road.
  - b. There are a few do's and don'ts for this interview. Check out this link that speaks well to the [etiquette](#).
6. Maintain the connection.
  - a. You never know when you will need a recommendation. Focus on the lessons you took away from your experience and look to the future.

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle." Steve Jobs