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### When It's Time to Say Good Bye

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Though the economic recovery has been slow, we are seeing improvement in the employment picture for certain sectors. As job openings increase, the 47% of employees surveyed by Korn Ferry who are either somewhat or very dissatisfied with their current position are going to be looking for the proverbial greener pastures. Thoughtful exits on the part of employees and employers will make the "breakup" easier for both.

### Leaving

Despite what you might see on reality shows, the big dramatic exit with *naming names* and *casting stones* is not a good idea. It may feel good at the moment and even amuse your co-workers, but the bridges you burn can never be rebuilt. Do it in your imagination if it helps, but don't do it in the workplace, and *don't* do it on your blog, tweet or Facebook page. You may want a reference one day from the people you work for now, so be professional at all times.

Plan ahead how you will announce your resignation to your boss. The phrase "I wasn't looking, they came to me!" has been overused and gives no indication on why you are leaving. Be gracious about what your current employer has given you and what makes this a good career move for you. Give your notice in writing. Your employer should be notified before your co-workers or your Twitter followers.

Use the notice period to clean up as many open items as possible, document procedures and make a list for your boss on where everything is in your desk and on your computer. Make sure all files are tidy and easy for your successor to navigate. Make a list of important contacts.

On your last day take time to say good bye to people with whom you have worked and thank them for making it a good experience. And if you must, kick your heels up in the parking lot as you look forward to your new career adventure.

### Being Left

Sometimes getting the resignation notice of an employee solves a performance problem, but most of the time it leaves a hole in your organization and more work for others. Resist the temptation to become angry or treat the employee like a traitor. Unless there is an issue of proprietary information, it is likely to be in your best interest

to allow the employee to work through the notice period. Make it productive time by downloading as much information as you can from the departing employee.

Get the resignation in writing as soon as notice is given.

While most employees get more money with a new job, it is rarely why they started looking for a new opportunity. Use an exit interview - and an open mind - to find out what the new employer offers that you do not. Thank him or her for their contributions. And remember, they will talk to others about the company so making a good **last** impression is a smart move!

And lastly, use the departure as an opportunity to re-examine your organization: What is the skill set you really need for this job? Should you reorganize the work processes? Is there another way to get the work done? Is there someone else in the organization who would be perfect for this job?

As the song goes "breaking up is hard to do"...but when done professionally by both parties, who knows what opportunities may come from it in the future!

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