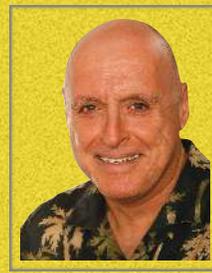


THE EXTRA POINT

BY JERRY ROBERTS



462 The Way You Want to Leave a Job

You've given notice to your employer that you're moving on. How will the time until your departure play out? I'm Jerry Roberts and today, some thoughts on how to best utilize this time. It's next on The Extra Point.

My mom once told me that if I ever left a job, do so on the best terms possible. I covered that and more in Extra Point #160, which you can download at guamtraining.com. She said something else, to give my employer full effort, right up until the moment I walked out the door for the last time. It was good advice, I've used it during my career, and I'm glad I did.

When I left KUAM in the 1980s I gave over two month's notice, not the usual two weeks. I was moving to the mainland U.S. and saying goodbye to good friends who faced an uncertain future, so I wanted to give them as much time as I could to get things squared away.

The station was in a difficult situation and I was responsible for a large percentage of company revenue. I knew leaving wouldn't help in the long run but staying through the Christmas holidays would bring in more dollars, and that would be better for the here and now.

I worked in radio in L.A. and after about three years I decided to switch gears and leave broadcasting. I gave my employer three month's notice that time.

Sometimes you can't give a lot of advance notice in quitting a job. If you're taking another position your new employer may not agree to a lengthy delay in bringing you in.

That said, what kind of impression would you make on them if you said, "My current boss is in a tight spot and I care about the people there. If it would help them by me providing four weeks instead of two, can you live with that?"

Maybe they say yes, and maybe no. However,

only someone completely out of touch would miss the message: "Wow, this is a person with character. This is the way he/she is going to treat us."

Now whether you ultimately need the extra time or not, you've shown the people you'll be working with who you are as a person. You'll have made a great first impression and put yourself on the right radar screens, too. And that current employer? You will also have left a lasting impression with tremendous respect for you and how you conduct your business.

So how should those final days with your present employer go? Like my mom said, you give 100 percent every day, with maximum energy, creativity, new ideas — and delivering huge value. If your replacement is chosen, make them as ready as they possibly can be so that the operation doesn't skip a beat. Let them know they can always call you if they need advice, even after you're gone.

Brief your boss on the state of your position, where you are with projects and any clients or vendors. Send thank you notes to those clients and vendors, and make in-person visits, introducing your replacement. Finally, take some time to let coworkers know how you feel about them, your gratitude for their friendship and the time you were teammates.

This is how you honor relationships and make sure they continue. It also sets a great example for others, including your kids.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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