

# WESTPORT ONE

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AN INDEPENDENT  
MRINETWORK<sup>®</sup> MEMBER

FINAL STEPS

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## EVALUATE THE OPPORTUNITY

Following your interview, take a few minutes to write down your immediate thoughts. Often times, those thoughts are the ones that have the greatest impact on your decision. Rank the interview on a scale of 1 to 5, with 5 being your highest level of excitement. If you rank the opportunity a “4”, explore what it is that might be missing. Sometimes it is simply a matter of needing a little more information or discussing potential changes with family members. If you rank the opportunity a “3”, chances are the opportunity is not the right fit for you. If you are evaluating more than one opportunity, prepare a grid for comparison. Putting it in writing will allow you to assess the opportunities more objectively and remove emotion from the decision-making process. This may also be a good time to contact people in your network that you trust for additional input.

## RESIGNING GRACEFULLY

Congratulations! You’ve landed the job! Now you are faced with the delicate challenge of resigning your current position. Before letting your closest colleagues know, it is best to formally resign so your supervisor doesn’t hear about it through the rumor mill.

Resigning takes tact and discretion. Keep it simple and not personal. To help the process go as smoothly as possible, have a typed resignation letter to hand to your supervisor during your resignation meeting. If you are not ready to share who your new position is with, say you cannot disclose that information until your new employer announces it within their organization.

## RECOMMENDATIONS

- Have a last date in mind. Offer the traditional two-week notice, recognizing there are circumstances where a longer notice is appropriate. Do not offer your notice and then go on vacation for the duration of the notice as this would not provide for a smooth transition.
- Give notice in person unless the logistics make it impossible to do so.
- Offer to train your replacement (if the timeframe makes sense) and to assist in any way possible during the transition.
- If time allows, prepare a “reference document” of your daily procedures. It is helpful to include frequently called phone numbers and contact names for your replacement.
- Thank your supervisor for the opportunity.
- Ask for a letter of reference.



## COUNTEROFFERS

While counteroffers are tempting and even flattering, consider the following dangers of accepting a counteroffer:

- Will your loyalty always be in question?
- Will you be first in line if there are future cutbacks?
- Is the counteroffer a ploy by your employer to avoid a short-term inconvenience?
- Are you just giving your employer the time they need to locate and select your replacement?
- Is the increase in pay they are offering an early bonus or next year's raise?
- Will your responsibilities be expanded to justify the increase in pay?
- Will you have to report to a person you don't respect?
- What are your realistic chances for promotions now that you have considered leaving?

### COUNTEROFFER STATISTICS

According to national surveys of employees that accept counteroffers, 50-80% voluntarily leave their employer within six months because of unkept promises. Of the balance of employees that accept counteroffers, many involuntarily leave their employers within twelve months (terminated, laid off, etc.). As attractive as counteroffers appear, they greatly decrease your chances of achieving your career potential.