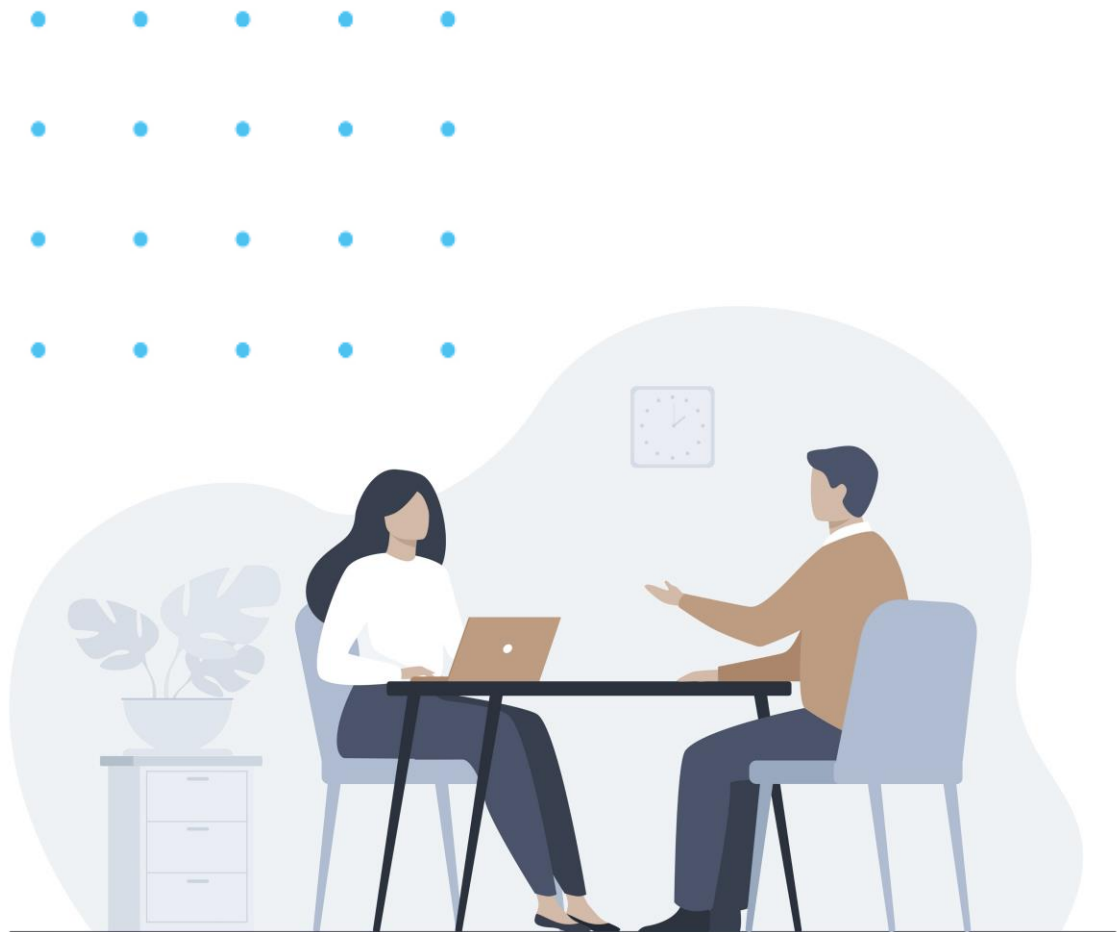



Stanton house

TRANSITIONING TO YOUR NEW ROLE: HOW TO MAKE A LASTING IMPRESSION



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“Even if you love your current company and everything about the people and culture...sometimes you have to make the right decision for you and not feel bad for making the move.”

Senior Analyst, Tropicana



Foreword

When you have accepted a new role, your resignation may seem like a formality.

However, learning how to navigate this process, in a professional way which draws long-term benefits to you, is an extremely valuable skill. Especially, when you consider the amount of time you may have invested in building relationships throughout your career.

Ensuring that you maintain relationships with your former colleagues and managers is essential to keeping doors and opportunities open. Having a structured approach to resigning and then transitioning into your new role will give you the best possible start.

In this guide, we draw on years of experience, providing advice to those preparing to leave their current role for an exciting new opportunity.

We hope you find this guide informative and very much look forward to discussing how we can support you.



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When you know it's time to go

Are you experiencing the 'Sunday dread'? That *feeling* in the pit of your stomach; when you know you're about to start a new week in a job that you don't love anymore.

If you are feeling like this, we always encourage you to speak to your manager in the first instance. Make sure that you explore all internal opportunities before looking at what else is out there. You might even have new options presented to you!

Just be sure that you make informed decisions about your current employer before you even start your job search elsewhere.

However, if the time has really come and you know the right thing to do is to move on, in order to progress your career, then this guide is for you.

We work with hundreds of professionals who are all in the same boat. Either they are thinking of leaving a current role or they have already made the decision to resign.

In any case, it is always worth reflecting on '*why*' you might want to leave in the first place...

Reflect on 'why' you want to go

Are you in search of a new challenge?

If you're looking back over the last couple of years and you are in the same routine, producing the same work, not learning any new or valuable skills, then it is probably time to consider your options. You might find comfort in routine and consistency however; this can lead to boredom. This will ultimately stifle your performance and progression.

Finding opportunities to develop your skills and expertise in your current role, or indeed elsewhere, will ensure you continue to contribute, develop and grow as a professional.

Has your team changed recently?

Sometimes, a change in team dynamic can really influence your decision to stay or go. Perhaps, you've just started working with a new boss or colleague with whom you don't get along? Or maybe, a new or even existing leader, has implemented *new ways of working* which has led to a negative culture change?

It is important to consider, whether this change is permanent or transient. If it is the former, don't let things get worse before you decide to make a move. This can impact your confidence and ability to secure another role.

Is your progression too slow?

Have you recently been feeling like you need to develop more or are you feeling down about your own accomplishments and career progression? Sometimes, this can be the biggest motivator to move into a new job. If you are in this situation, you should step away from the emotional element as much as you can and first try to decipher the blockers to your progression within your current role.

If you are sure there is no way to improve your current performance, contribution or progression in your existing role, then seeking a new opportunity, in a new environment makes complete sense. We can help you with that!

Are you not being rewarded appropriately?


Are you enjoying your current role but feeling you are under-compensated? If so, arm yourself with knowledge of the market. We provide comprehensive salary guides to help you benchmark salary. Take these benchmarking tools into conversations with existing or prospective employers.

Is your work-life balance being compromised?

There's no doubt that we all place more importance on work-life balance, spending time with family and looking after our own physical and mental health.

The professionals we speak to want to know that any prospective or existing employer will continue to provide autonomy and flexibility and won't simply revert to pre-pandemic ways of working.

Most progressive organisations offer flexible, remote and / or hybrid working - but if your employer is struggling to adapt to the new era of work - then perhaps it is time to look elsewhere.



“Of course, there are reasons that you decide to leave a business, but if you are lucky enough to work for a great company and if you are true to yourself and choose to leave before you start to feel resentful or bitter, you can continue to provide the business with great value as well as do meaningful work that provides you with fulfilment and purpose throughout the notice period.”

Hannah Minker, Senior Researcher, Stanton House

The resignation process

So, you've decided to leave your current role and you've spent time considering your options. You've finally found a role that is a great fit, congratulations! Your next task will be to let your current employer know that you are resigning.

Telling your manager in person is always the best way. So, set up a meeting or VC call where you can let them know privately. This is always much better received than an email - which we don't encourage!

Consider what you might want to tell them in advance and come prepared with answers to any questions they might have. Make sure you are aware of your required notice period and be prepared to explain your motivations for leaving.

Try to be:

- Matter of fact, yet grateful
- Ready to give reasons behind your decision
- Prepared for a counter-offer and have thought about all possible avenues


Structuring your resignation letter

Even if you've let your manager know verbally it is always recommended to follow up with a formal letter or email which outlines the points below:

1. **A statement of intent that you will be leaving your job**
2. **The name of your official staff position**
3. **The date of your last day of employment**
4. **Gratitude to your employer for hiring you**
5. **A highlight of your time there (optional)**
6. **An offer to train your replacement**
7. **Well wishes for the future of the company**
8. **Your contact information, should they wish to stay in touch**



We understand that writing an official resignation letter can be quite daunting. If you would like our guidance, please do not hesitate to reach out.



“The counter-offer made me happy for around 6 months then the same issues arose for me, so I was ready for a fresh start.”

Senior Analyst, Tropicana

Managing counter-offers

So, you tell your current employer that you are planning to leave, and they surprise you with a counter-offer! You're left with the question, should I stay, or should I go?

It's not always a simple answer. However, if you do get tempted, there are a few factors worth considering before you make your decision. One very important question to ask yourself is...

Would accepting this counter-offer, and staying with my current employer, enable me to achieve everything I want from my career?

But first let's consider the pros...

Pros

- ✓ Your pay increases without you having to do anything – sometimes resigning is the quickest way to get a pay rise!
- ✓ You don't have to experience the pain of working your notice
- ✓ You don't have to worry about settling into a new role, building new relationships or learning new processes / ways of working
- ✓ You have no need to make changes to your daily commute – life continues as normal
- ✓ The grass isn't always greener. A role with a new company might address some of your current concerns, but then it could also present a whole host of new concerns

Cons

- ✓ The reasons that you were looking for a new job in the first-place will not just vanish. Consider, did something specific trigger an emotional response to you looking elsewhere for a job - that simply won't be remedied by accepting this counter-offer? If so, it is highly likely that you will be looking for a new job again within six months.
- ✓ Is there a chance you will remain unhappy? Only 12% of employees resign due to money, so chances are, you're looking for a new job for other reasons such as:

- **The job not being as expected**
- **Little or no feedback/coaching**
- **Feeling devalued or unrecognised**
- **No hope for progression**
- **Being overworked / no work-life balance**
- **Lack of trust/confidence in leaders**



- ✓ Your trust in your employer will fade. Why did they not offer you more, earlier? Or make any promises that are now suddenly on the table?
- ✓ Your loyalty will be in question, your employer's trust in you will diminish and your career may stall as a result. In a recent national survey conducted about best practices in resignation, nearly 40% of senior executives agreed that accepting a counter-offer from a current employer will adversely affect one's career. After all, you've just told them that you're leaving and that you're only staying because they offered you a higher salary.
- ✓ Your boss might start to consciously or unconsciously start to exclude you from collaboration sessions, social events, decision-making or all sorts of opportunities to contribute. Sometimes, even going as far as to create a contingency plan, looking to fill your position before you can think about starting your job search again.
- ✓ You will make yourself appear 'expendable' and your job security is likely to decrease. If your employer needs to make redundancies, you might find yourself at the top of the list. After all, you did express a desire to leave and have shown that you aren't as committed as perhaps other employees.
- ✓ If you're not updating your skills and expertise by staying where you are - then your you will increasingly become less desirable to future prospective employers.

Think carefully about the original motivations for wanting to leave in the first place and whether the increase in pay compensates you enough to make you happy staying in your current organisation.



Working your notice period

It might be that your employer expects you to work your notice period, to ensure a smooth handover of tasks and responsibilities. Ensuring you conduct yourself professionally within this period is an important part of your transition.

Make sure you discuss ongoing projects with your manager and try to decide how you can hand them over to your colleagues or replacement.

If you want to leave earlier than your current notice period allows (for example, if your new employer wants you to start as quickly as possible) then set up some time to negotiate this with your manager. Have a flexible and proactive approach and ensure you have a plan ready to complete your remaining work before you leave.

If your employer can't accommodate you leaving the business early, then ensure that you accept this in a professional way and continue to perform your role to the best of your ability until you leave.

According to research undertaken by leadership advisory firm, Heidrick and Struggles:

- 84% of HR leaders agree that leaving one's job poorly will adversely affect one's future career.
- The chief adverse consequences of a clumsy departure, say HR leaders and transitioning executives alike, are a damaged reputation and strained relations with former mentors and colleagues.
- Among the worst mistakes that people make in transitions, the most frequently cited was "criticising the company, the boss, management, or colleagues during the transition."

Negotiating your salary

As recruiters, we believe in having transparency and openness when it comes to salaries so that we know we are representing our candidates at the best salary possible, for their skills and experience.

A survey by [salary.com](https://www.salary.com) revealed that only 37% of people always negotiate their salaries when transitioning into a new role, whilst an astonishing 18% never do. The biggest reason for not asking for more?

Fear.

We understand that negotiating a salary can be daunting, especially if you've not done it before. It's not only about negotiating salary increases in your basic pay, but negotiations can come in all different shapes and sizes; stock options, bonuses, extra vacation time, job flexibility, career trajectory and role rotations. These can all be used as bargaining tools when deciding whether to accept an offer.

We believe that the biggest tool you need in order to negotiate your salary is market and sector knowledge as well as a deep understanding of what your skills are worth in the current climate.

At Stanton House, we find talent for the most exciting start-ups at the beginning of their growth to the world's largest organisations. We have deep specialism expertise and have created multiple salary guides help qualified professionals and talent partners understand the market value of specific skill sets.

Download our salary guides

Download your copy of our salary guides:

Accountancy & Finance



Finance Transformation





How to make a great first impression

First impressions count. And you can form these impressions before you even start.

1. Do your research

You will have researched the company prior to the interview process, but before your first day it is worth refreshing your memory and doing some detailed research on the specific team that you will be working with, including projects completed or underway.

2. Contact your new manager and colleagues

Email your manager and ask if there is anything you can do ahead of your first day to help prepare yourself for the role. This can include anything from pre-reading materials to the office dress code. It is always a nice touch to connect with your new colleagues on LinkedIn and drop them an introductory message to say hello.

3. Take a tour

Make sure you take a tour around the office on your lunch break, ask a colleague to show you around and make sure you familiarise yourself with your new surroundings. Learn where various departments are, especially if you will be interacting with them often.

4. Say 'yes!'

It's easy to get caught up in work as soon as you start a new job but take the time to try to get to know your colleagues across the organisation. Building new relationships and integrating into the working culture is key to good communication and collaboration. Suggest coffee meetings or lunchtime walks and say, 'yes' to any after-work activities that will enable you to build up that all important 'social capital'.



ABOUT US

Stanton House is an award-winning, specialist recruitment consultancy. We deliver permanent and interim solutions and deliver projects across the UK and North America.

Since launching in 2010, we have developed a customer-focused proposition that has laid the foundations for consistent success.

We offer deep technical and local market expertise, finding exceptional senior talent from across the globe that help organisations innovate, transform and grow.

In the UK we have established offices in London and Reading and deliver permanent and interim recruitment solutions within:

- **Accountancy & Finance**
- **Transformation**
- **Private Equity**

Our customers range from the most exciting start-ups at the beginning of their growth, to the world's largest organisations. Many tell us that we are exceptional in the *lengths we go to in order to add value to them*.

Our commitment to our values truly differentiates Stanton House from the competition and our Purpose of *creating exceptional customer experiences* is central to all that we do.

We are creative in how we add value to our customers, and we build trusting, long-term relationships with clients and candidates. This enables us to fully understand motivations and objectives and deliver exceptional outcomes.