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EMPLOYEE TIPS - PARTING - WAYS

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WHEN PARTING WAYS WITH THE EMPLOYER, IT IS BEST TO LEAVE ON A POSITIVE NOTE. HERE ARE A FEW TIPS THAT WILL HELP YOU EXIT GRACEFULLY

Conduct yourself with dignity, don't be rude, avoid bickering about or blaming the company and do not talk ill about your boss and col end up whiling away their time during work hours. "This is an unprofessional approach and slacking off in your final weeks on the job can Quitting an organisation is important for an employee to expand and diversify their skills set. It also helps the organisation churn out new talent. However, the manner of your exit can have repursussions on your ptfessional life. Says Deepa Jain, co-founder, Gourmetitup, "Every employee needs to find newer opportunities that can enhance their careers. However, when it comes to quitting a company, the best way to avoid any animosity between the employee and employer is by serving the stipulated notice period and ensuring a proper handover. Employers usually hold such workers in high regard and are comfortable keeping in touch with them."

INFORM PERSONALLY

When an employee decides to make a career transition and quit an organisation, there a few aspects heshe must keep in mind when communicating this news to their co-workers.

"Although writing a resignation letter is the official mode of communicating one's decision to quit, it is best to make the announcement in person to your direct reporting manager. Whatever the reason for your exit, while serving the notice period, you must conduct yourself professionally, and continue to engage in constructive discussions with your team. After informing your supervisor personally, you must also convey the news to key employees you have worked with. All this goes a long way, as you never know when you and your coworkers will cross paths professionally," states Lina Das, director learning and organisation development, HR Anexi Pvt Ltd.

PROPER HANDOVER

What follows the announcement of resignations is a proper hand-over of your responsibilities, suggests Ameya Sule, business director, GroupM ESP."Brief your colleagues about your roles and responsibilities and ensure that they have access to essential files and other resources. Doing so considerably helps your successor and makes their transition into the role smooth," he says.

It is equally important to not leave your workstation in a mess and clear personal items off your desk. Ensure that files are in order, well labeled, accessible and share all your logins and passwords with your team members. "Create specific files that contains data pertaining to your projects, such as timelines, resource allocations, intermediaries, progress of on-going projects and other recommendations, to ensure that your ongoing projects don't go into a limbo," adds Das.

EXIT INTERVIEW

It is best to handle exit interviews in a poised and composed manner. leagues. A balanced exit interview can help bridge unseen gaps between the organisation and the employee.Says Sule, "Exit interviews are essential to gather vital feedback that can better the work environment, create a healthy atmosphere and improve the functioning of the organisation."

Adds Das, "Communicate your concerns issues in a professional manner, but remember that an exit interview is not a complain session where one can go on and on about how unhappy you were at work."

DON'T SWITCH OFF

Employees usually tend to slack while serving their notice period and destroy the goodwill you have built and tarnish your image. Work productivelyand complete unfinished projects. This is also a time when one must work on passing the baton to their successor and adequately preparing them for the role," opines Sule.

When parting ways with a company, try to leave on a positive note."Remember, last impressions matter too", concludes Jain. "It is important to be available even after you have quit the company as it not only helps a new employee but also increases your value in the opinion of your former employer.This will encourage the employer keep you in mind for opportunities in the future."

