



An HRuprise Guide to

Quitting Your Job

How to know when it's time, plan a smooth transition, and depart on your own terms





Know when it's time.

There are a lot of reasons you might want to quit your job. Maybe a new opportunity has come calling. Or you just found out you're underpaid compared to your peers. Perhaps you're fed up with the toxic atmosphere. Or you've been put on a Performance Improvement Plan (PIP) and you see the writing on the wall. Or maybe, you just want to do something different.

If you're thinking of quitting more than just every once in awhile, it's probably time for a change. But how you go about it can have a huge impact on both your career and your personal life. Here are some tips to set yourself up for success.

Identify your breaking point.

Set a timeline, but be flexible.

Your plan for quitting will probably, by necessity, play out over several months. But if you're quitting due to toxic circumstances, identify now what your breaking point is. "If THIS () happens one more time, I'm out." And beware your short fuse. Once you make the decision to leave, putting up with the bullshit will be that much harder. Dial up your patience, surround yourself with supportive people, and don't lose your cool. You'll be much more likely to get to leave on your own terms that way.

Strategize the interview process.

Interviewing for a job while working another one can be awkward. Here are our tips for balancing your interviews with your current work obligations, and just how honest to be with a prospective employer.

01

Double up.

Most of us can't quit one job until we have another lined up. But the interview gauntlet can be grueling, especially if you have to keep it a secret from your current employer.

Strategize your interviews with your work schedule whenever you can. Come in early so you can leave early, or vice versa. Extend a lunch break or take a personal day.

Or, to be blunt, if you're already on your way out, then de-prioritizing your current job might be the solution. Prioritize yourself and your job search, and let the chips fall where they may.

02

Play nice.

Plan on it. You WILL be asked why you're leaving your current position.

Believe us, we are on your side when it comes to your decision to leave. But it's important to be diplomatic when talking about your reasons for leaving with a prospective new employer.

Without knowing the context or anything else about you, your interviewer may assume you are a problem employee if you badmouth your current boss. So even if you've been wronged, try to talk about your current employer with respect.

03

Reframe.

You don't have to lie, and you don't have to sing your employer's praises. But try to find a way to reframe your departure in positive terms that address your own growth.

"I've reached the ceiling at my current job, and I don't see any more growth opportunity."

"The company has re-structured three times in the last five years, and I'm looking for more stability."

"I've always been interested in your company, and when I saw this opening I couldn't let it pass without at least investigating it as an opportunity."

Take care of yourself.

Do something for yourself every day, even if it's just 15 minutes. Build up your resiliency. You're going to need it the closer you get to handing in your notice.



Plan it out financially. Are you in a position to leave your current job before starting the next one? Are there lifestyle changes you could make that would allow you to take some time off? Look at all the options. It might be worth it.

Negotiate your exit.

Unemployment insurance can help cover the gap between your current job and your next one. But if you quit, you may not be eligible. For this reason, some people choose to stick it out and force the company to fire them. However, if the writing is on the wall, you might be able to negotiate a third option.

Name the elephant in the room.

It's plain as day your employer is considering showing you the door. Maybe they've issued you a Performance Improvement Report (PIP) passed you over for a promotion, or they just seem to hate all your ideas. That's hard to swallow, but there may be a silver lining. You can use these signals to start a frank conversation with HR. "Look, I see where this is headed. I'm willing to go quietly, but I need you to agree to the following."

Advocate for your needs.

Ask for what you need in return for a conflict-free departure. Common asks include, "Don't fight my unemployment." "Don't disparage me when prospective companies call you to confirm my employment." "Cover my COBRA payments for a certain number of months." "Offer me severance." Other less common asks may include covering the cost of a job search coach or training in a new skill.

Consult an attorney.

If you've reached the point where you know your company wants you gone and you think it might be worth your while to concede, consider consulting with an attorney before you launch into negotiations. A consultation doesn't have to be expensive, and even a one-hour conversation with an expert can help you identify the lines.

Plan your departure.

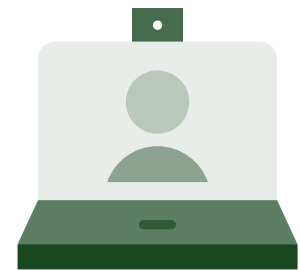
Some employers will decline your notice and term your resignation effective immediately. So take these steps **before you give your notice**, just in case they walk you out on the spot.



Take any files or documents you want for your portfolio or work sample out of the office before you give notice.



Back up your contacts, particularly if you have a work-issued phone you'll have to relinquish.



Wipe any personal accounts off your computer. Log out of email and social media. Clear your history and cookies.*



Call your benefits plan and ask if your enrollment will end on the last day of employment or the last day of the month. Plan accordingly.



Research COBRA and shop your state's insurance marketplace. If starting a new job, find out when your benefits will start. Try to avoid a coverage gap.



Know that your company may have a policy against you taking documents and contacts. Find out the rules, and decide if you want to break them.



You deserve to choose your own path.



Reach out to us for support.

From Ally Training to business consulting to custom individual advice, we've got you covered. **Contact us** and let's see how we can help.

Learn more at
www.hrurprise.com

The logo consists of the letters 'HRUR' in a bold, sans-serif font. The letters are white and are set against a white square background. The 'H' and 'R' are larger and more prominent, while the 'U' and 'R' are smaller and positioned to the right of the 'H'.

Our goal is to share insider knowledge to help you make the most well-informed decisions you can for your career and life journey. But keep in mind, you're always the final decision-maker. We're here to support you.