

candidate tool kit:

# final steps

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# evaluate the opportunity

When you arrive home, take a few minutes to write down your most immediate thoughts after the interview. Often those thoughts are the ones that have the greatest impact on your decision. Rank the interview on a scale of 1-5, with 5 being your highest level of excitement. Document the positives and just as important, the negatives or hesitations. If you rank the opportunity a “4”, then explore what it is that is missing. Sometimes it is a matter of getting more information or weighing in with family members. If you rank the opportunity a “3,” then it probably is not the right one for you.

If you are evaluating more than one opportunity, take the time to prepare a grid for comparison. This method will allow you to assess the opportunities more objectively. Writing your thoughts down will remove the emotion from making a decision as important as a new opportunity.

This may also be a good time to contact people in your network that you trust for additional input, but at the end of the day, the decision is still yours to make.

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# counter offer

While counter-offers may be tempting and even flattering, there can be pitfalls that you need to be aware of.

## Ask yourself these questions:

- Will your loyalty always be in question?
- If there are future cutbacks, will you be the first to go because of concerns about your loyalty?
- If you accept the counter-offer for more money, are you just giving your employer the time they need to locate and select your replacement?
- Will your career track remain blocked if you accept it?
- Will your responsibilities be expanded?
- Will you have to report to a person you don't respect?
- Will you receive next year's raise or bonus early?
- Is the counter-offer a ploy to avoid a short-term inconvenience by your employer?
- What are your realistic chances for promotions now that you have considered leaving?

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## Counter Offer Statistics

According to national surveys of employees that accept counter-offers, 50-80 percent voluntarily leave their employer within six months of accepting the counter-offer because of unkept promises. The majority of the balance of employees that accept counter-offers involuntarily leave their current employers within twelve months of accepting the counter-offer (terminated, fired, laid off, etc.). As attractive as counter-offers may appear, they greatly decrease your chances of achieving your career potential.

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# final steps: resigning gracefully

You have just accepted a wonderful new position and have called your friends and family to share the good news. Before letting your close friends know at your current company, however, it is best to formally resign. By professionally resigning, your supervisor won't inadvertently hear about it "through the grapevine". To make the process go smoothly, it is suggested to have a typed resignation letter to hand to your supervisor during your meeting. Informing your current employer of your resignation takes tact and discretion. Keep it simple and not personal.

If you are not ready to share who your new job is with, it is best to tell them that you cannot disclose that information until your new employer announces it within his/her own organization.

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# final steps: resigning gracefully

## **Some General Suggestions for the Resignation Process are**

- Have a last date in mind. Offer the traditional two-week notice, recognizing there are circumstances where a longer notice is appropriate. It is not a good idea to 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. Include specific suggestions.
- 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.
- Remember to thank your supervisor for your current opportunity. Mention any specific learning that you have appreciated.
- Ask if there are any suggestions your supervisor may have for you as you move on to your next position that you could learn from.
- Ask for a letter of reference.



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