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## 7 things to consider before job transition

Over the years, we've had the privilege of helping countless people navigate job transition. One of the most common reasons people desire to change jobs is because they are unhappy in their current position.

There are consistent questions we ask everyone looking to transition into a new career and they're designed to help you understand better your exact circumstances and why you may want to continue on the path of transition.

**Here are 7 things you should think through before you begin the journey into a new career.**

### 1. *Make the proverbial Pro/Con list:*

PROS	CONS
Location	Long hours
Salary	Boss
People	Lack of Benefits
Remote Working	Upward Mobility
Office Environment	Work Load
Flexibility	Travel

Taking stock of the positive aspects in your current organization can help you avoid regrets of leaving an organization that might be a great fit for your skills and strengths. It's also good to keep in mind the relationships you'll be giving up by switching employers. Before making life-changing decisions you'll want to really assess what is good and what needs to be improved.

## 2. *Salary and Benefit Package:*

Understanding precisely what your full income and benefits are in your current position is vital. This information will help you make better comparisons between your current position and employment opportunities you find. Your assessment should include: hours worked per week, salary, bonuses, retirement, insurance, vacation, PTO, and sick days.

Weekly hours worked:			Medical Insurance	
Salary if applicable			Life Insurance	
Hourly wage if applicable			Dental Insurance	
Paid holidays			Vision Insurance	
Sick or Personal days			Disability Insurance	
Employer contribution retirement (ie. 401K)			Other such as gym membership/ parking etc.	

## 3. *Research your prospective new company:*

Check out the people that work there. Go to their linked in profiles. See if they have a variety of backgrounds, education etc. This is a great time to ensure that your linked in profile is up to date and matches the next type of position that you are seeking. In our digital world, companies are conducting digital searches of job candidates before making a job offer. Make sure any other digital profiles you have are representative of the career you are seeking. This is also the time to conduct a web search of your name and clean up or remove anything that might cast you in a poor light to potential employers.

## 4. *Job Duties:*

It is important to think about the job duties in the position you are seeking.

How do the primary and secondary job duties align with your skills and strengths? Properly matching your job duties with your inherent abilities is the secret to excelling in a satisfying career. If you would like to learn precisely what your character strengths are, I invite you to take a free survey [here](#). Finding a career that aligns your character strengths and abilities is exactly what Zig Ziglar was talking about when he said “find something you love doing and you will never work another day in your life.”

#### 5. *Goals and Objectives:*

As your life and career advance, your goals and priorities often change along the way. A person that is early in their career may be looking for a position that provides great networking opportunities, allows them to establish a firm career path, provides them the opportunity to further their education, etc. In contrast, someone that has decades in the workforce might have priorities such as finding a career with less travel, looking for management roles to mentor others, or flexibility in their career to maximize time with family. Make a list of what is most important to you at this time and remember these things while interviewing and speaking with a potential employer.

#### 6. *Culture:*

Let's define culture as: the environment that is created for employees in the workplace and made up of values, beliefs, underlying assumptions, attitudes, behaviors and life experiences shared by a group of people.

Corporate culture has a significant impact on every facet of your career. Working in the culture that matches you can improve your productivity, inspire creativity, accelerate problem solving, foster healthy work relationships, and improve overall career satisfaction. Conversely, the wrong corporate environment will stifle production and creativity, breed unhealthy relationships, and can reduce your quality of life to an unbearable level. Assess your current environment or places that you have

worked and think about what type of culture resonated well with you.

If you are just starting out in a career, research and pay attention on the interview as to the people in the office and how you feel when you walk in the door. Ask cultural questions of your prospective employer and consider how you would feel working there. You can also learn a lot from asking current staff members what they like most about their office environment and the prevailing attitudes of their team members. You will want to be mindful of environmental cues such as how open or closed is the floor plan, what type of artwork is displayed, and how others have personalized their desks.

#### 7. *Resume Review:*

When seeking a career change, it is imperative to review your resume. Make sure you update details like new certifications, completed training, education, positions held, projects accomplished, etc. It is also important that your resume reflect that you are an excellent fit for the position you are seeking. You need to highlight skills and experiences that show your qualifications for the position. Hiring managers need to be able to ascertain that you are a good fit for the open position after simply skimming over your resume. It is equally important that your resume show that your most recent positions help reflect your capability to handle the responsibilities of the position you're seeking.

In summary, decisions regarding your career path are life-changing events. The more preparation and critical thought you put into each step of the process the better you can ensure that those life-changing choices are positive ones. I am proud that my career has focused on helping others find the next step in their employment journey. If you would like to discuss your current job search, or are interested in further guidance, I would be more than happy to help. You may email [jkrip@jki-inc.com](mailto:jkrip@jki-inc.com) or call 312-346-4292.