



# JOB TRANSFER



**Y**ou feel you need a job change and an intriguing new position is available. You hate to change your present job because it's comfortable and familiar, but there's also no challenge or potential for growth. You're willing to take the risk, but you want to make sure it's the right job and the right time.

**A Change  
Could Be  
Good**

## Things to Consider

If you're considering a transfer, you may want to master your current job before moving on. By learning several jobs, you can become a valuable, flexible employee. You'll want to consider which of the jobs has the most potential for promotion and growth. If the new job is challenging, it can boost your morale.

Examine your reasons for a transfer. Ask yourself where your career is going and where you want it to be in five years. What would your ideal job be? How does that compare to the job you have and the job you're considering? What type of environment would you most like to work in? Is the new job a step up in any of the areas where you need change? After you've found satisfactory answers to these questions, you can check into the transfer.

It's important for you to know your company policy about transfers before you request or accept one. The policy will state how much notice you need to give with regard to your old job, and whether the reason for the transfer will have to be approved by a committee or a specific person. If you initiate the transfer, you may get the starting salary of the new job.

You want to think carefully about the transfer to see if it fits your long-term personal and employment goals. You don't want to hop jobs too frequently or a potential boss is likely to think you're too unsure of yourself

and won't feel comfortable hiring you.

## When Your Employer Transfers You

If your employer is requesting a temporary transfer, you're usually paid your same salary or the salary of the new job if it's higher. Find out the pay,

duration and training required for the temporary job. Look at it as a way to broaden your work experience.

If your employer is permanently transferring you to a lower-paying job, you often have the option of taking a pay cut with your current job or being laid off. Demotion transfers avoid dealing with job performance problems and have not been found to be effective.

If your transfer is lateral, find out why it's occurring. Don't look at it as a source of failure, but instead have your new boss help you set new goals.

If you're not adjusting to your new job in two or three months, seek help from your supervisor, personnel department or employee assistance program.

## Motivating Factors

There are many motivating factors you should examine when considering a transfer. Do you feel you have the capacity to perform the job? Are job security and adequate compensation, challenge and opportunity a part of the new job? Will you feel you're a part of the decision-making process, that you will receive reinforcement and incentives for work well done and that you will have a pleasant working environment? Reviewing each of these questions will help you make a decision. You want to make the most of your new job so you can grow personally and professionally.