

UB Career Cycle Action Step:

Transition Plan

Once you have successfully landed an internship or job, been accepted into graduate school or received a promotion, you'll want to transition to your new step smoothly. Your transition plan will help you do that while working toward continuous progress. Practice making the case for yourself through identifying opportunities, interviewing effectively and networking with decision makers. Use the items below as a guide.

Communicate your transition to your network. Since many people helped you make it to this next step, take time to thank them all for contributing to your success. This lets them know what you will be doing and keeps them as part of your ongoing network. You can maintain and grow your professional network ongoing through use of social media, attendance at events, professional memberships, presentations, etc.

- Contact companies with whom you interviewed or schools to which you applied.
- Thank recruiters, faculty and people who wrote you letters or reference.
- Notify anyone else in your network of your new status.

Hit the ground running in your new role. Keys to success in your new role include learning the culture of the organization and its major mission, goals and objectives. As you align your contributions to the organization's expectations, you will add value.

- Determine the organization's mission.
- Assess the organization's goals and objectives that resonate with you.
- Stay aware of issues, trends and needs that align with your interests and skills.
- Seek opportunities to address issues or trends to add value.
- Be clear about responsibilities, expectations, priorities and performance evaluation

Advance your career on the job. Build alliances and establish the ability to influence others. Consider seeking out mentors along the way and establishing your own internal board of advisers on whom to draw as you need information and support.

- Identify prospective mentors and maintain your network.
- Note key individuals who can help you grow in specific areas (create your very own board of advisers).
- Review your professional goals.
- Document your accomplishments and update your resume.