**How to Change Jobs**

**Part 1: Starting the Transition**

1. Try to stay at your current job while beginning the search for a new job
2. Make sure the grass isn’t dead
3. Start thinking about what kind of job you’d like to switch to
4. Start keeping a career journal or diary
5. Stoke your natural curiosity
6. Decide whether to tell your boss that you’ll be looking for a new job

**Part 2: Pounding the Pavement**

1. Sort out all the personal documents you need to start applying to different jobs
2. Start networking
3. Identify and speak to people who do what you think you’d like to do
4. Establish personal relationships with companies or organisations you determine you’d like to work for
5. Apply to different jobs online
6. Volunteer, if necessary, to try out a job or career on for size

**Part 3: Finalizing the Transition**

1. Practice job interviewing before the real deal
2. Ace the interview
3. Follow up with all the interviewers
4. When you get your job offer, negotiate a salary & benefits (if appropriate)
5. Don’t submit your letter of resignation until you’ve landed a job you know you’re going to take
6. Transition from one job to the next without burning any bridges
7. Settle into your new job

**Activity:**

1. For each step summarise what is involved (this can be in bullet points) & why it is important (i.e. how it helps you change careers)
2. Read the tips & warnings on the website <http://www.wikihow.com/Change-Jobs>
3. Write your top 5-10 tips for changing careers.