



# Career Transition Support

## Mitigate Termination Risk & Maximize New Opportunity

**Supporting employees as they exit minimizes legal risk, enhances internal morale and promotes professional growth.**

When developing an employee's termination package, risk mitigation should be top priority. This includes limiting the risk of the employee filing a complaint, as well as managing internal and external perception of the organization as the employee exits. Providing professional and compassionate **Career Transition Support** is an opportunity for organizations to support employees through a tough time while mitigating risk and demonstrating a positive corporate culture that genuinely supports long term professional development as the employee transitions on from the company.

Taking steps to ensure the employee feels respected, supported and treated fairly is crucial in maintaining employee morale, upholding a positive corporate culture and preserving a positive opinion of the organization from outside professionals and industry.

To achieve this, Salopek & Associates recommends that Career Transition Support be included as part of the employee's termination package to support them through the termination and transition.

### Career Transition Support Includes:

#### ON-SITE SUPPORT ON TERMINATION DAY

- Helps employees to process the termination and smoothly exit the organization

#### CAREER TRANSITION PLANNING PACKAGE

- Provides tools and resources for the employee to take away upon termination

#### DEDICATED 1-ON-1 SUPPORT AFTER TERMINATION

- Identifying Opportunities & Goals
- Career & Personality Profiling
- Developing a Career Action Plan
- Resume & Professional Profile Review
- Networking & Building Connections
- Interview Preparation & Practice
- Professional Etiquette
- Assessing Offers & Cultural Fit

Salopek & Associates recommends providing **8 hours of Career Transition Support** as part of an employee's termination package. This **\$1,400 + GST** cost will mitigate risk, encourage a positive perception and support professionals as they leave your organization on a positive note.