



CHAPMANTATE
THE POWER OF PEOPLE™

YOUR NEW CHAPTER

www.chapmantate.com | info@chapmantate.com
0121 516 5808

172 Holliday Street | Birmingham | B1 1TJ

CONGRATULATIONS

Congratulations on securing a new position! You performed brilliantly throughout the process, and you have proven without a doubt you are the best person for this job.

THE NEXT STEPS

- Agreeing the formalities.
Employment contract
Start date
- Resigning from your current position.
Giving your resignation
Counter offer
- Beginning your new role!
First day
Landing on your feet

EMPLOYMENT CONTRACT

Congratulations, you've got the job. You've been successful during the application and interview process and now you have been made an offer of employment.

Before doing anything else, you need to agree the contract. Read through the contract, ensuring everything is correct. Once you are comfortable, accept the job offer and sign the employment contract.

YOUR START DATE

Agreeing a start date is vital. Consider your notice period when arranging your availability to start.

Sometimes your new employer may want you to start earlier or later than would be optimal. This is common, The best way to ask to change the time frame for when you start is by speaking to your Chapman Tate consultant.

GIVING YOUR RESIGNATION

Leaving your current company can be daunting, especially if you've been there for some time. Chapman Tate will help you throughout this process. Below, you'll find a Letter of Resignation template.

RESIGNATION LETTER

[Date]

Dear [Manager],

I am writing to formally notify you of my resignation from my position at [Company].

Please accept this letter as my notice of resignation. My last day of employment with [Company] will be [Insert date - last working day of your required notice period].

I have been offered, and have accepted a new opportunity. I have enjoyed my time at [Company], and I will miss the incredible people I have had the pleasure of working with. I cannot, however, pass up this career opportunity.

Thank you for the opportunity and experience I have received during my time with the company. I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

[Name] [Position]

COUNTEROFFERS

In the UK IT market, there is a major talent shortage. Good staff are hard to come by and painfully expensive to replace.

The majority of candidates we work will receive a counter offer at this stage.

Below, you'll find a Counteroffer Guide.



You agonize. You think about family. Finally you decide.

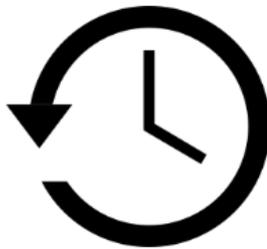
You've land a new job with more pay and growth potential. Finally, you make up your mind to resign your present job.

You get up the nerve - you hand in your 4 week notice.

You feel relieved, because you think the hard part is over. The excitement of starting a new job begins to replace the anxiety of quitting your present job.

But, your boss complicates things with what appears an attractive counter offer.

Even your VP, whom you hardly ever see otherwise, asks you to reconsider. You're flattered, but confused. It's tempting to stay with what you know. Should you stay or should you go?



An employee should never encourage a counteroffer.

It makes the entire situation sound like an underhand negotiating tactic and for obvious reasons, doesn't reflect well on a person's character and it will make the employer feel as if they are backed into a corner.

You're at this stage because rewinding back to when everything was clear, the new job is better than your current.

That's why after studying the job description, the company and consulting with Chapman Tate you attended and excelled in the interviews. That's why you were so excited to receive the offer.

What you want to do is avoid pressure.

Maintain a clear frame of mind to make the right choice. Remember, there's been no pressure on you up to now. Chapman Tate will never pressure a candidate; whether that's to attend an interview or accept a role.



To avoid sounding like you're encouraging a counteroffer.

Be careful what you say about your reason for leaving. Avoid phrases like "I'm resigning because I need more money" in favour of general reasons such as "It's a career opportunity I

80% of those who accept counteroffers leave within 12 months according to national statistics.

Is accepting a counter offer a wiser idea, or delaying the inevitable?

Why did they wait until you resigned, to offer you what you're really worth to them?

Counteroffers are made for the advantage of the company, as a method of providing more time to establish fall backs around find a cheaper or "more dedicated"



Its not all about money.

Why were you looking to leave in the first place? Will a salary increase fix the issues that led you to wanting to move in the first place?

Consider very carefully whether the counteroffer really solves your problem.

If you stay, you will become a flight risk.

Chapman Tate Associates are approached countless times with the scenario: John Smith, our Technical Manager, handed in his notice. He accepted our counteroffer, but it is only a matter of time until he moves on. Can we shortlist potential replacements?

The logic behind a counteroffer is not about to keeping you.

Compare counteroffer with agency fees. Anything less is a cost saving for the company. Employers may offer money or increased benefits, titles and promises for the future with strong emotional and psychological pressure. It can be attractive and tempting to accept.



When times get hard...

If times get tough, your employer may well begin the cutbacks with you.

Alternatively, if *you* under perform, you will leave yourself on the chopping block in a vulnerable position.

The offer can go back and forth.

The longer you wait for the company to live up to their end of the bargain, the more chance there is of your new role being filled with someone else.

Where are you better long term?

Why were you looking to leave in the first place? Will a salary increase fix the issues that led you to wanting to move in the first place?

Consider very carefully whether the counteroffer really solves your problem.

YOUR FIRST DAY

From figuring out what to wear to remembering where your new desk is, all while trying to learn the ropes and make a good first impression on your new boss and co-workers, your first day at a new job can be equally terrifying and exciting.

Chapman Tate will help ensure you're fully prepared, have tied off all loose ends and are ready to make a success in your new career chapter.



LANDING ON YOUR FEET

To make sure you start things off on the right foot, Chapman Tate have curated some great pieces of advice for not only surviving your first day at a new job, but thriving long term. Have a read below.



LANDING ON YOUR FEET

1. Assess the business case for your hire.

You were hired for a reason. Is it to generate ideas? To train others? To add design or technical skills that were lacking? To deftly oversee client projects? Learning where you fit within the overall business strategy is something that may seem obvious but is often overlooked. Figure this out early. Show your work.

2. Who are you?

After a rigorous interview process, it can feel like you described your skills and experiences ad nauseum, so now that you're hired you can get work. The thing is, most people in the company don't know who you are, why you were hired, or what specifically you bring to the table. Make sure your team knows your resume and has viewed your portfolio. It gives people around yourself context, a view into your style, and an idea of how you complement or challenge them.

LANDING ON YOUR FEET

3. Learn communication patterns.

Cracking the code of company culture often comes down to simply learning how people communicate with one another. Does your boss expect you to keep her informed on the details, or come to her with only the big problems? Does your team need constant validation or complete autonomy? It is not only a matter of imposing your own communication preferences on the organisation, but assimilating into the patterns that already exist.

4. Establish expectations with your boss.

According to Watkins, one of the keys to success in a new role is to secure early wins: “Early wins excite and energise people, build your credibility, and quickly create value for your organisation.” But it is important to define what a win is in your boss’s eyes. What does she expect you to learn and accomplish? How quickly does she expect to see results? The more clarity you build around these issues, the easier your transition will be.

LANDING ON YOUR FEET

5. Don't try to do too much.

You may feel the need to validate yourself by proving your creative genius. Instead, feel confident that you're there, and at least initially, listen carefully rather than talk. Find ways to highlight the strengths of others. As for your own genius, there will be plenty of time for that.

6. Find your place.

Navigating the transition period in a new job can feel a bit like juggling swords. But if you take the time to find your place in the organization and focus on new relationships, you'll be off to a great start.

7. Set expectations with your boss and employees.

"Get on your boss's calendar," Augustine says. Use that initial meeting to establish what they believe success will look like in the first week, month, and three months. At the same time, if you're in a managerial position, it's important to begin setting expectations with your direct reports. From communication style to office hours, that first week sets the tone.

LANDING ON YOUR FEET

8. Analyse the makeup of your new team. Pay attention to the subtle cues you receive from those in your group. Look for opportunities to befriend and leverage the talents of your new colleagues to maximise your opportunities with the organisation.

9. Lead with results.

Your head needs to exist in the world of results. Your life at work revolves around satisfying whoever it is that stands as your boss, be it your client, your supervisor, or someone else. If you're in a managerial position, rather than taking a by-the-book approach to management, look for ways to accommodate your teams' talents and skill sets so that they're inspired to put forth their best effort every time. A good manager has the potential to increase an employee's commitment to their job by 34% and one of the most effective ways of doing this is by allowing your employees' unique brilliance to shine through.