

Before You Quit: Contract

1. Starting a new job is hard . . .

Getting up on time, meeting new coworkers, learning new procedures—these are all challenging parts of starting a new job. You may feel stressed. You may want to quit after the first hour. DON'T. It will take some time to get used to your new routine and responsibilities. If you're feeling overwhelmed, call the person who helped you get the job in the first place.

2. Juggling multiple responsibilities is harder . . .

Your day is over, but you still have to pick up your kids. Or make dinner for your family. Or attend a mandatory meeting. It's exhausting! You might wonder whether you made the right decision to take the job in the first place. These are all normal feelings. You'll get the hang of it over time. If you still feel overwhelmed after the first few weeks, call the person who helped you get the job in the first place—they can help!

3. You might not like your boss or coworkers . . .

You might not like everyone you work with. This is normal. However, you need to treat your supervisor and co-workers with respect. If conflicts arise that you can't solve on your own, seek coaching from the person who helped you get the job in the first place.

4. The grass may seem greener . . .

A friend shares with you that they're making more than you and that their employer is looking to hire more people. You might be tempted to abandon your current job for this new opportunity. Pause. Think through the pros and cons of leaving your current position. If you determine you really want to leave, do it with grace. Remember: you got this job because someone helped you and others before you get connected to employment. Burning bridges may prevent others from getting that same opportunity. Contact your career coach for tips on how to leave on a good note.

5. You want to take some time off . . .

The family is getting together. You're asked to make that special dish everyone loves to eat. However, you're scheduled to work the day of the barbeque. Your inclination is to be with family, not work. Communicate your desire to attend a family function to your boss. Your supervisor may allow you to go home early or approve a day off. If that doesn't happen, don't quit on the spot. Think about the long-term goals your job is helping you meet versus the short-term pleasure derived from attending your family event. Having a job sometimes requires compromise and can be a tradeoff. If you need help knowing how to approach your boss about time off, contact your employment coach.

As an employee of _____, I agree to respect my supervisor and his or her guidelines, and will strive to meet and exceed their expectations. I also agree to openly communicate with my career coach in the event I need help, support, or someone in whom to confide.

Job Seeker

Career Coach