

IDEAL WORK TRAITS: TRANSFER REQUESTS

How do I change jobs within the organization? Your employer wants to provide long-term career opportunities when able. The best way to change jobs is to do an extremely good job where you're first assigned and let your supervisor know of your interests to advance. Dedicate attention to where you're 'planted' and be productive there. Enhance your value with your personal style and performance that earns the respect of your peers and supervisors. Offer to help in new areas when the need occurs. Be reliable. The standard policy for transfer consideration is that once you've worked in the job at least 6 months, you're eligible to submit a transfer/advancement application. However, your employer reserves the right to consider changes based on business necessity and a person's suitability/prior qualification. Don't get your feelings hurt if the first try doesn't fit or if the wish you have doesn't meet with the best interests of the business at the time you're wishing it. Be patient and flexible.

Note: It's considered discourteous to pursue a job change/transfer through management at another store or department without first discussing your interest with your current manager and seeking his/her approval. Informing your current manager that you have such an interest is a smart way to engage him/her in helping you achieve your goals.