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The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

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How to leave gracefully

You've got the job of your dreams, and tempting as it may be to shout it immediately that you're off, that might not be the best strategy. You need to plan your exit carefully, both physically and emotionally. Because in a small world, you'll never know whose path you'll cross, or who you'll bump into in the future.

Informing the boss

Obviously the first thing to do, they shouldn't be left to hear from the office grapevine. If you think they will try and offer you enhancements to stay, be ready. Of course, if you could be persuaded to stay (and it is flattering to be thought of as indispensable), that is another option. But if you can't, be clear about:

- Why you're leaving (more responsibility & opportunities, better package)
- What you are going to divulge about the new role (how much detail are you going to go into about what the role is, organisation, structure. If you want to keep things confidential, you'll have to be tactful in fielding questions.)
- When would be ideal to leave. You may have a long notice period to work through, so check your contract. If you have (and three months is not uncommon) try trading with your boss to find a mutually convenient leave date. This could be a natural break between projects or a bank holiday. A date that suits both is preferable - no-one wants someone in post for three months going through the motions.
- Who needs to be told - especially communication to third parties, contractors or stakeholders as there may be contracts or other guidelines to follow.

You might also plan for a successor, and if there is need for interim cover. But that might be later.

Communication

Any direct reports should be told next, along with other key contacts and colleagues. Face-to-face is the ideal, but this is not always possible, so choose a method that suits your organisation.

Organisation for the handover

The temptation will be to retain everything, both hard-copy and online, with annotated notes for your successor. But is this necessary? Rather than opt for pages of notes covering every eventuality, why not talk through some key issues with the person likely to be picking things up until someone new is appointed. And if they make their own notes, they are going to be more likely to use them. You can be helpful and leave your new contact details with them, to offer guidance for the first couple of months if necessary.

And finally ... emotion

Not everyone will think this, but leaving a job where you've given heart and soul especially over a number of years, can be like the ending of a long term relationship - the 'shock' at seeing 'your' job on the intranet or internal notice-board, brings home the fact you are leaving. So you'll need to detach yourself emotionally.

Be ready for the compliments that come your way, and find time to fit in the social side of leaving too.

Linda Emmett has recently moved to a new role in project development for the North Devon and Exmoor Regeneration Company after 12 years with the CIPD in Wimbledon
<linda@ndexreg.co.uk>.



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- Hemscott
- OneSource
- ISI

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- Reputation mgt
- Northern Light

Latest Job Listings

Knowledge Executive - Consumer sector

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4823>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Corporate Finance Researcher

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4822>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Research Analyst - Consumer sector

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4821>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Operational Risk Research Analyst

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4820>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Corporate Finance Analysts (2)

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4819>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Strategic Analyst - Public Sector

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4818>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Data Vendor Assistant (added 16th January 2006)

URL: <http://www.jinfo.com/go/j4817>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Researcher - Human Resources

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4816>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Information Researcher - COVENTRY

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4814>
Recruiter: Glen Recruitment
Location: Coventry, United Kingdom

Legal Librarian - Maternity Leave - 11 months (added 16th January 2006)

URL: <http://www.jinfo.com/go/j4813>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Property Services Information Officer

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4812>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Temporary Research Analyst - 2-3 months

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4811>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Information Officer - Tax sector

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4810>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Information Officer - Capital Markets

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4809>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Information Officer

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4808>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Knowledge Consultant / Information Mngnr

- Contract (added 16th January 2006)
URL: <http://www.jinfo.com/go/j4807>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Records & Knowledge Officer

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4806>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Analyst/Researcher - OXFORD - Temp to Perm

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4805>
Recruiter: Glen Recruitment
Location: Oxford, United Kingdom

Research Manager - OXFORD

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4804>
Recruiter: Glen Recruitment
Location: Oxford, United Kingdom

Two Sector Specialists - Pharma or Telecoms

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4803>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Strategic Analyst - FMCG

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4802>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Sector Specialist (Energy)

(added 16th January 2006)
URL: <http://www.jinfo.com/go/j4801>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Information Specialist

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4800>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North, United Kingdom

Assistant Librarian

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4799>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Assistant Librarian (added 13th January 2006)

URL: <http://www.jinfo.com/go/j4798>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Archiver (added 13th January 2006)

URL: <http://www.jinfo.com/go/j4797>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - West, United Kingdom

Information Officer

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4796>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London, United Kingdom

Records Management Advisor

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4795>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Newcastle, United Kingdom

Research Analyst, Consumer

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4794>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Lead Search Specialist

(added 13th January 2006)
URL: <http://www.jinfo.com/go/j4793>
Recruiter:
Location: Jealott's Hill, Bracknell, Berkshire, United Kingdom

Researcher / Data Inputter

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4792>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North, United Kingdom

Records Management Assistant

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4791>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Information Officer

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4790>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Home Working / Glasgow, United Kingdom

Senior Records Management Assistant

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4789>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

LIS Librarian (added 12th January 2006)

URL: <http://www.jinfo.com/go/j4788>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Internal Communications Officer

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4787>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Corporate Vocabulary Officer

(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4786>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Gloucestershire, United Kingdom

Web Editor (added 12th January 2006)
URL: <http://www.jinfo.com/go/j4785>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Scotland - Central belt, United Kingdom

Head of Consulting (added 12th January 2006)
URL: <http://www.jinfo.com/go/j4784>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Graduate Research Library Assistant
(added 12th January 2006)
URL: <http://www.jinfo.com/go/j4783>
Recruiter: Los Alamos National Laboratory
Location: Los Alamos, United States

Senior Researcher, Corporate Finance
(added 11th January 2006)
URL: <http://www.jinfo.com/go/j4782>
Recruiter: Armstrong Craven Limited
Location: Manchester or London, United Kingdom

Data Analyst (added 9th January 2006)
URL: <http://www.jinfo.com/go/j4781>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Paralegal (added 9th January 2006)
URL: <http://www.jinfo.com/go/j4780>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Assistant Archivist (added 9th January 2006)
URL: <http://www.jinfo.com/go/j4779>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North, United Kingdom

Information / Administrative Assistant
(added 9th January 2006)
URL: <http://www.jinfo.com/go/j4778>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Support Officer (added 6th January 2006)
URL: <http://www.jinfo.com/go/j4777>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Business Co-ordinator
(added 6th January 2006)
URL: <http://www.jinfo.com/go/j4776>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - East, United Kingdom

Information Manager
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4774>
Recruiter: Sue Hill Recruitment and Services Limited
Location: West Midlands, United Kingdom

Part-time Information Manager
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4773>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Coventry, United Kingdom

Part-time Librarian
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4772>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Senior information Officer
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4769>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Information Officer
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4768>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Researcher (added 5th January 2006)
URL: <http://www.jinfo.com/go/j4767>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Head of Library (added 5th January 2006)
URL: <http://www.jinfo.com/go/j4766>
Recruiter: IDS
Location: Brighton, United Kingdom

Information Professional
(added 5th January 2006)
URL: <http://www.jinfo.com/go/j4765>
Recruiter: The Royal Society of Chemistry
Location: Cambridge, United Kingdom

Research Partner (added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4764>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Investment Banking Assistant
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4763>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Professional Support Lawyer / Know How
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4762>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Subscription Services Manager (One year)
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4761>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Senior Legal Researcher / Librarian - 6 months
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4760>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Junior Researcher - Investment Banking - Contract (added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4759>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Evening Researcher (3 or 4 p.m. - 12 p.m.)
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4758>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Temporary Researcher - Government Services (added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4757>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Records Management Specialist
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4756>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Business Researcher (One Year contract)
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4755>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Researcher
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4754>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Library Assistant (Legal)
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4752>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Assistant Librarian (Legal)
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4751>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Researcher (Finance) - 11 month contract (added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4750>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Business Research Executive
(added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4749>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North, United Kingdom

Senior Librarian (added 3rd January 2006)
URL: <http://www.jinfo.com/go/j4748>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom