

# JOB CHANGE

## Good luck with your career plans!

Changing jobs can be challenging, but it can offer many benefits and rewards. We know there are a lot of things to consider and details to keep straight.

That's why FORUM Credit Union created this kit. Our goal is to help you become familiar with some of the things you'll need to do, and the steps you can take to make the transition easier. Inside, you'll find a variety of helpful resources and suggested sources for more information. And don't forget that answers to your questions are as close as your nearby FORUM location.

## Financial Resources

FORUM Credit Union offers products and services for every aspect of your financial life. Some you may find to be especially helpful now are:

### **FORUM Private Client Group**

Wondering what to do with your retirement plan, or how to move money from your old one? Or perhaps you're getting a nice increase in pay and want to make the most of it. Our professionals can answer your questions and help you develop an investment plan built around your goals and dreams.

### **Insurance**

When you change jobs, it's a good time to stop and make sure your insurance policies are still the right choices. FORUM Representatives can refer you to insurance professionals that can examine your current coverage and offer suggestions for improvement.

### **Home Equity Credit**

If your transition involves some unexpected costs, borrowing against the equity (ownership) you've built up in your home is convenient and affordable, and may be a better choice than using a credit card or store financing.

### **Personal Loans**

Our personal loan program is a simple way to borrow a smaller amount of money for a wide variety of needs.

# NEED TO KNOW

## How to get a head start in your new job.

Starting a new job is exciting, but the first few days are a critical period for both you and your new employer. Your supervisors and new co-workers will watch your actions closely for a better sense of how you work and interact with others, and what happens in those first few days will set the tone for your future working relationship with everyone. Here are some tips for making that start a good one.

### **Try To Meet Everyone**

The first day is usually a flurry of activity, but it's important to take a deep breath here and there and take time to meet everyone possible. Smile and look everyone in the eye as you're introduced, and repeat their names to help you remember them. Be upbeat, and tell them you're excited to be working at the company. You probably won't know which employees are the real decision-makers and which one's have management's ear, so you want to make a good impression with everyone.

### **Be Nice To HR**

At most companies, the people in Human Resources (or Personnel) have interaction with everyone, and are trusted by management. If you're polite and friendly with them – even as they ask you to complete yet another form – they'll say nice things about you to other people in the company. In addition, when you need a favor (such as help with all those forms), they'll be more eager to help.

### **Pay Attention To Dress**

Your company may not have a formal dress code, but most companies have informal expectations of how employees can dress. If your interviewer told you that the company doesn't mind jeans, but you notice that everyone is wearing suits or dresses, take that as a clue to dress up, not down. Remember that being overdressed a little rarely hurts, but being underdressed can give you a reputation as a slob.

### **Add A Personal Touch**

Bring some personal items to your work area – perhaps a photo or two, or a favorite keepsake. That will help make the area seem like yours, and reduce some of your nervousness. Don't spend the first day decorating, though. Some companies frown on having too many personal items at work.

### **Enjoy Being New**

While it can be stressful, being new has its advantages. Supervisors and co-workers don't know you, and they probably see you as someone who can bring new ideas and new ways of doing things. Be energetic and optimistic, and you'll develop trust quickly. But be careful never to say “well, that's not how we did it at my last employer,” because you're not there any more.

# DOCUMENTS TO UPDATE

## Some documents you may need to update.

When you change jobs, you typically also change benefit plans. Even if your new employer uses the same insurance program as your previous employer, you'll probably have to go through a stack of paperwork to move your coverage.

### Health Plans

You'll have to complete forms on yourself and any covered family members. In addition to basic information, the forms will also include details of health histories and any medical conditions you may have. It's important to be thorough and accurate, because insurance companies can verify what you've mentioned, and some policies may limit coverage if you haven't been completely forthcoming.

If you are currently being treated for a medical condition or problem (what's called a pre-existing condition), most new plans will provide coverage, but there may be a limit to that coverage. The benefits administrator at your new job can help you determine what limits may apply to you and your family members.

### 401(k) And Similar Retirement Plans

When you change jobs, if your previous employer had a 401(k) plan or another type of retirement savings or pension plan, you may be entitled to part or all of the money in your name. When you take a payment of that money, it's called a lump-sum distribution.

If you take that money as a check from your employer, it will be taxable. Even if you plan to take that check and put it in another qualified retirement plan, your previous employer may be required to withhold 20 percent for taxes.

A better approach is to keep that money working for your retirement while taking advantage of the tax benefits you receive. To do that, you can make one of three choices:

- Leave the money in your previous employer's plan. If you're happy with the plan's investment choices, and have a qualifying amount in the plan, this may be your best option.
- If your new employer offers a similar plan, you can move from your previous employer's plan into the new one, with no tax withholding. (However, there is usually a delay before you can enroll in your new employer's plan.)
- You can also take a "rollover" by moving the money into your own IRA (Individual Retirement Account). As with most IRAs, if you subsequently withdraw the money before meeting the age requirements, it will be subject to income taxes (and a 10 percent penalty).

If you were laid off or terminated from your previous job, the same choices are available to you.

If you're not sure how to proceed, you may wish to consult with the professionals at FORUM Private Client Group. They'll explain your options and the potential tax consequences.

### Other Insurance Coverage

Many employers offer life, disability, and/or accidental death and dismemberment coverage to their employees. You'll need to identify the beneficiary who will receive payment in the event that something happens to you.

### Have Any Questions?

If you have questions or concerns about your new benefits, or about any of the paperwork that may be involved, contact your new employer's benefits administrator or human resources department. They're accustomed to answering employee questions, so don't hesitate to ask.

Not NCUA insured. May involve loss of principal. No credit union guarantee.

The above is not intended to be tax advice, was not written by a tax professional and is informational only.

Please consult a tax advisor for your specific situation.

## Looking for some expert advice about changing jobs?

Whether you're in the middle of changing jobs or just thinking about making a move, there's a lot to consider. To help you cover all the details, we've listed some websites and books that we've found to be helpful and informative.

### Helpful Websites

U.S. Department of Labor — [www.doleta.gov/jobseekers/](http://www.doleta.gov/jobseekers/)

This site focuses on information and advice for people seeking new jobs.

Career One-Stop — [www.careeronestop.org](http://www.careeronestop.org)

Also operated by the Department of Labor, this is an online home for a wealth of information about career planning.

401(k) Information — [www.401k.org](http://www.401k.org)

No matter what you'd like to know about 401(k) accounts and making the most of yours, you'll probably find the answers here.

AOL's Jobs Area — [jobs.aol.com](http://jobs.aol.com)

There's a wide variety of job search information at this corner of America Online.

About Jobs — [jobsearch.about.com](http://jobsearch.about.com)

The career information section of the always-informative About.com site.

Monster.com — [www.monster.com](http://www.monster.com)

One of the world's largest online job boards.

Career Builder — [www.careerbuilder.com](http://www.careerbuilder.com)

Another job board offering general and personalized job search assistance.

HotJobs.com — [www.HotJobs.com](http://www.HotJobs.com)

Still another popular job-search site.

### Books

*The First 90 Days: Critical Success Strategies for New Leaders at All Levels* by Michael Watkins

*Girl's Guide to Kicking Your Career into Gear: Valuable Lessons, True Stories, and Tips for Using What You've Got (a Brain!) to Make Your Worklife Work for You* by Caitlin Friedman and Kimberly Yorio

*Landing the Job You Want: How to Have the Best Job Interview of Your Life* by William C. Byham and Debra Pickett

*The Unwritten Rules of the Highly Effective Job Search* by Orville Pierson

*What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career Changers* by Richard Nelson Bolles

*What to Do with the Rest of Your Life: America's Top Career Coach Shows You how to Find or Create the Job You'll Love* by Robin Ryan