

Conversations in Mentoring

Transitioning into a new position

Context

Transitioning into a new position can present a mix of opportunities and challenges:

- New or expanded responsibilities along with new or expanded accountability
- Adjustments in schedule, pay, demands on your skills, where your role sits or fits in the organization
- New or redefined autonomy; new relationship with management and coworkers
- Perhaps a change in supervisor

It is important to be proactive and flexible during this transition. It is also normal to be excited, nervous, and sometimes a little disoriented—all at the same time.

Approaches and strategies

- Treat your new position as if it is an entirely new job (even if core responsibilities remain the same). If not already provided, ask for a copy of the job description.
- Ask for onboarding, for clarification and training as to how this new position is different from your old one—particularly if there are new responsibilities.
- Use your best communication skills (active listening, asking questions, seeking feedback and guidance).
- Reflect on what this new position asks of you. What changes do you need to make in your professional practice (self-efficacy, leadership, role modeling)?
- Perhaps ask to job shadow someone already familiar working in this position.

Considerations and goals toward a successful transition

- Use supervision to set benchmarks and assess progress around this transition.
- Identify and communicate how your mentor might support you with this transition.
- Review and revise your time management strategies, priority- or task-setting practices, self-care routines, etc.

