

# Ending a Working Relationship

## Steps for a successful transition:

- Announce the ending to other employees with an ending date;
- Identify the dynamics as they occur within the unit;
- Acknowledge own feelings regarding the ending or transition;
- Conduct an evaluation period” where strengths and weaknesses of the supervisor/ worker relationship are identified, learning is summarized and next steps are identified;
- Facilitate engagement process with staff;
- Help worker to say “good-bye” to clients, especially children;
- Have the employee introduce the “new” caseworker to the family;
- Reassign work to remaining employee(s);
- Let employees know what you plan to do about a replacement for the departing employee;
- Be prepared to respond to questions about what is going to happen during the transition process;
- Permit the wrapping up of loose ends on projects; and
- Encourage an exit interview between the departing employee and the Human Resources Department.