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Transition Plan

1. 0-30 Days

A. Relationships/Human Resource partners to meet with

- Human Resources Generalist
- Communications
- Leadership Development/Training
- Rewards
- Talent Assessment & Career Development
- Employee Relations
- Selection
- Strengths
- Diversity
- Best Buy Mobile
- Field Services
- Leadership 101/102

B. Business/Planning

- Work with team on progress of work streams and gaps to ensure smooth transition.
- Meet with team to learn current goals and challenges.
- Work with team to finalize Q2 Check in Process and connect with Talent Assessment.

2. 30-90 Days

A. Relationships

- Touch base with team to discuss progress/gaps.
- Continue to focus on networking and building relationships.

B. Business/Planning

- Continue to understand team's current processes and begin to identify where I can contribute.
- Identify business and communication opportunities/gaps.
- Partner with team to update and maintain pertinent eGO pages with team existing documents.

***The example above is the Transition Plan I created to prepare for my interview on the Performance Management team in Human Resources. My goal was to go into the interview with a clear plan on how I would contribute within the first three months. I was able to create this plan through networking. See Example of Career Planning Tool #1.**