



## Job Transition Checklist

Congratulations on your new job and this exciting opportunity. As you complete this transition into your new position, make sure you take the time to address these key items. If you aren't familiar with some of them, be sure to consult with a financial professional who can ensure that you make an educated decision and understand all the options available to you.

### LEAVING THE OLD JOB

- Analyze the options for your old 401(k) retirement account**
- HSA/FSA/HRA – Health Insurance**  
*(Health Savings Account / Flex Spending Account / Health Reimbursement Account)*
  - When does coverage end?
  - Do you have Flex spending dollars that can/should be used
  - What are your options, how should you manage your account?
- Confirm what will happen to unused sick days, vacation, etc. Also, will there be an additional severance package?**
- Health Benefits**
- Do you need individual policies, should you go on COBRA?**
- How much does COBRA cost?**
- Have you received all of the letters of recommendation or referrals you wanted?**  
*If you would like a template for this, please ask!*
  - Update any professional addresses, including email, for subscriptions, magazines, etc.
  - Update your occupation on social media: LinkedIn, Facebook, etc.

### STARTING THE NEW JOB

- Group Benefits Packages**
  - When should you enroll, what should you enroll for (versus getting private coverage) and when are you eligible for those benefits?
  - Are you protected in the meantime?
- 401(k) Election and Match**
  - Do you have a Roth 401(k) option, and if so, which should you elect?
  - How much should you be contributing?
  - Do they match? How much?
  - How should this be invested?
- Insurances Provided - Life, LTD, Health Plans, etc.**
  - Do you understand the details of each plan? How will this affect you and your family if you need to activate the benefit?
  - Is the coverage sufficient, are there gaps?
  - Are they free or are you paying to be part of the plan?
  - Have you lost benefits – such as Disability – where an individual plan might be appropriate
- New Salary**
  - Have your tax levels changed? \*\*
  - Should you adjust your withholding? \*\*
  - Should you save, spend, invest, or pay off debt with new salary?
  - Have you created a new budget
  - Can you Direct Deposit, and can you automatically allocate those funds to different accounts for forced saving, etc.?
- If moving (to a new location)**
  - Is the move tax deductible? \*\*
  - Are they providing a moving stipend?
  - Who do you need to share the new address with?
  - Do you understand asset protection laws in your state? \*\*
- Retirement Preparation – Have you addressed how the new company/job will impact your retirement goals?**

