



Relocation. Relocation. Relocation.

Make sure your career move to a new location isn't a bumpy one.

“A New Career In A New Town”

Congratulations! All those mock interviews, résumé rewrites, and career advice documents paid off: You've landed a job! You have a starting date and a salary all lined up. Or perhaps you're still searching but have decided on a new city for future employment. Maybe you already have a job but need to relocate. Whatever your situation, you're now faced with the challenge of getting you and your stuff from Point A to Point B.

Starting a new job in a new place can be exciting. However, the physical act of relocating there is less romantic. In fact, moving can be among the most stressful and demanding things to deal with. At best, there's always the element of apprehensive anticipation. Consider the following tips to help make your physical transition from job seeker to earning employee smoother.

Limit the bumps along the way.

Get it in writing. First have confirmation of your new job in writing. A formal letter will secure the purpose of the move. Get all moving quotes in writing. A Bill of Lading with itemized costs and delivery details can help avoid future trouble. Have an apartment lease in hand guaranteeing you and your belongings a new residence.

Create a budget. Research and plan how you will pay for the move. Work out details and see if you can afford the move. Is it a flat rate or based on time? Figure in that distance and amount of property will effect transportation costs, as will shipping materials, food, utilities, security deposits, parking, travel, and personal expenses incurred in the process. If you're moving yourself, purchase boxes, blankets, and tape from the moving company, or save money by collecting cartons from stores. If you have to put things in storage, figure that cost in, as well. Don't forget other ongoing monthly expenses like student loan repayments, credit card charges, or medical insurance. Things can add up before you've even received your first paycheck. In some cases, moving expenses may be tax deductible. Also be prepared to either tip the movers or treat your friends to a dinner and

covering their travel expenses. Some employers will cover the cost of your move by paying ahead or reimbursing you later. Once you've secured the job, inquire if this is an option.

Use a bonded mover. If you and your friends can load everything into a van, great. However, for a more extensive inventory, consider hiring professional movers. Research, and make sure they are legally licensed, reputable, and bonded. This means they are insured and qualified to move your goods. In the event of a dispute, you can file a claim. Hiring a man with a van may not sufficiently cover your property in the case of loss or damage.

Close up shop. Terminate all services and utilities, especially if you live off-campus. These include cable and Internet, phone, and electric. Return cable boxes, modems, or other service equipment to avoid further charges.

Update information. In addition to notifying friends and family, contact the following with your change of address: banking or financial institution; credit card companies; insurance companies; magazine subscriptions and catalogs; group memberships and organizations. You'll need to change your driver's license and voter registration. Consider changing your cell phone number to the new area code. Update your shipping address for online purchases. Notify current employers where to send your W-2 forms. Give the post office 10 day's notice and have them forward any mail that's delivered to your old address.

Keep these close at hand. Have important papers, check book, inventory, insurance forms, and moving contract with you. If traveling outside of the U.S., keep your ID, passport, and other critical documents on you. Have cash ready for tips, travel, food, and reimbursing friends for their travel.



i n a nutshell:

Give yourself plenty of time to plan and pack:

- **Make sure you can afford the cost of living in your new area**
- **Determine if your move is based on time or a flat rate**
- **Clarify all moving issues and questions before you sign on delivery**
- **Change your address asap to avoid delaying correspondence**
- **Transfer your banking to an area branch office, if possible**
- **Check if apartments have moving times and entrances**
- **Connect with your local alumni association to network**

Familiarize yourself with your new location and its resources to help you better transition.