

# 4 steps when the boss leaves

When your boss resigns or is let go unexpectedly, you may be happy, sad or a whole slew of other emotions. Just make sure you don't let the boss's departure affect your career. Follow this advice:

**Keep working hard.** You might be concerned about what the future holds for you, but it's best to stick to your routine, focus on your goals and act like it's business as usual. Don't complain about any chaos or an uptick in workload either.

**Don't gossip or gloat.** If you are happy the boss is leaving, don't share it with others. Never make assumptions about why the boss is leaving or spread rumors. You never know who your next boss might be, so it's best not to make yourself look bad.

**Ask the right people the right questions.** If your boss leaves abruptly or refuses to share any details about his or her departure or the transition, reach out to your boss's supervisor or HR, especially if your work depends on your supervisor's approval, signature or input. Find out exactly how to go about your job, until your boss's replacement arrives.

**Offer to help.** Your ex-boss's supervisor may be reeling from the news too. Offer to pick up the slack, take over critical roles, bring him or her up to speed and so on. It's a great time to catch the attention of upper management—and prove that you are a good option for a replacement, or at the least, a great asset to the organization.

**Hang in there.** Expect some upheaval as the transition takes place. Stay the course, and most of all, be optimistic about your next boss. It doesn't do you any good to dread the change.

— Adapted from [“What Steps to Take After Your Boss Quits,”](#) Jon Simmons, [www.Monster.com](#).