

ASK THE GENIE: EMPLOYEE WONDERS HOW TO TRANSFER DEPARTMENTS



Dear Genie,

I need advice about how to ask for a transfer to another department in my company.

Thanks, Gloria

Gloria,

The best way to ask for a transfer is to ask for a transfer! More specifically, talk to your manager about what you'd like to do. Then talk to the manager of the other department and find out if there's a place for you. If you're uncomfortable talking to your manager, go to the HR department.

Smart companies are genuinely happy to transfer people because it allows them to hold on to skilled employees—and it's easier than [hiring new people](#) because your track record is proven.

Good luck!

Genie