

Am I a good candidate as a Potential Alternate?

The purpose of the Conversation Planner is to support you in making an *informed decision* before pursuing alternation and to prepare for a *constructive discussion* with your manager in ascertaining if **your position** is eligible for alternation. Alternation sounds like a simple process, however there are layers of complexities resulting from varying stakeholders, circumstances and responsibilities. *Be informed. *Take a broader and long-term outlook.

Preparing for the conversation

- Am I ready to **resign** from the public service?
 - ✓ Making an informed decision and have plans to ...
 - go back to school
 - retire
 - find a new job
 - other
 - ✓ Reviewed the [Helpful Information](#) for key contacts to gain a more accurate financial picture of my individual situation in terms of my future plans.
 - ✓ Ready (flexible) for the alternation to occur on a given specified date within the Opting employee's opting period.
- What do I already know about alternation and what is happening in our department and unit for budget implementation?
 - ✓ Read the overview of the [Roadmap to Alternation](#)
 - ✓ Checked out department's website and attended relevant information sessions, if any scheduled.
- From what I know so far, my position is unaffected? **Yes.**
- It is important to remember that alternation is a management-driven process and there is no guarantee that a match will be found or approved. **

** Sample management considerations

1. Future plans for the position.
2. Respect the ongoing needs and the need to retain key competencies.
3. Ability to complete objective and fair process within a specified time frame.

Meeting with my manager

Setting the framework for discussion: Express your interest in alternation and share your preferred future plans. Request that you would like to discuss the possibility of your manager accommodating your request as a Potential Alternate.

- Confirm with your manager if your **position** is unaffected and eligible for alternation.

If yes,

- Ask your manager how he/she would like to proceed (based on the departmental process) and what you need to do.

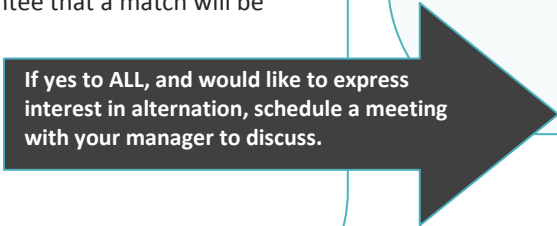
If your request cannot be considered at this time,

- Ask when your request could be revisited.

If the answer is no,

- Give your manager an opportunity to share his/her reason(s).

One reason may be, *plan to use natural attrition to manage reduction in departmental spending over the three-year period and to mitigate the impact on permanent federal employees.*



If yes to ALL, and would like to express interest in alternation, schedule a meeting with your manager to discuss.