

The McMaster Social Sciences Society

1280 Main St. West
Hamilton, ON, L8S 4M6
Commons Building, B104A



[Position Title Here]Transition Report

Each executive and staff member completes a position transition report to help guide and transition the future holder of each position. This is where you review your time in the position and describes what worked, what didn't and what could be improved upon. Please note that this document will be given to the person who assumes your role in the future so please be as detailed as possible.

1. WELCOME

Welcome the individual to the position. Provide words of encouragement and insight needed for the upcoming year.

2. POSITION DESCRIPTION

Describe the position, and note any mandatory events that fall under your purview, as well as any sub-positions, which you supervise.

3. RESPONSIBILITIES

Provide a detailed description of all the projects/programs associated with your position and your specific responsibilities. I suggest try using a chart and include all the events you were involved in during the year. Add more charts as needed.

Project:	
Responsibilities	
Goals	
Challenges	

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4. YEAR CALENDAR

Please include a month-to-month breakdown of tasks you are doing throughout each month. Give a brief summary of how you are doing in the position. Give perspective on how far you are on your plan as well as where you feel you should be. Feel free to talk about time management, tips on how to avoid stress if you are under any.

Month	Tasks
April	<ul style="list-style-type: none">•••
May	<ul style="list-style-type: none">•••
June	<ul style="list-style-type: none">•••
July	<ul style="list-style-type: none">•••
August	<ul style="list-style-type: none">••

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6. ACCOMPLISHMENTS

List any large accomplishments you had in your position ie; added a position, added an event etc.

7. INCOMPLETE

List any goals or responsibilities that you were not able to accomplish and why. Please include suggested solutions.

8. SUGGESTED GOALS

List any goals and objectives you believe should be worked on the following year. What should be accomplished by the end of the following year?

Suggested Goal	Recommended Date Accomplished

9. RESOURCES

List any resources, websites, books, etc. used during your term, add on to chart.

Resource	Purpose