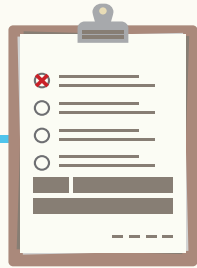


# OFFBOARDING CHECKLIST

## SUPERVISOR: PREPARING FOR EMPLOYEE'S DEPARTURE



Supervisor may not be responsible for every task listed here, but they are accountable to ensure all tasks are completed.

### Preparations

Request written resignation letter

Send email to employee accepting resignation and confirming effective date

Notify Agency Administration and Payroll Coordinator of effective date of resignation. He/she will ensure the following will be inactivated: network access, email address, telephone, long distance code, badge access, key pad access, purchasing card, and gas card. (all may not be applicable)

Identify and gather all county/agency physical assets.

Request that agency-specific access is inactivated

- \_\_\_\_\_
- \_\_\_\_\_

Ensure agency-specific paperwork is completed

- \_\_\_\_\_
- \_\_\_\_\_

Create a transition strategy and knowledge transfer

- Identify and document important contacts
- Identify and document subscriptions and memberships
- Obtain passwords or access to social media and other online accounts
- Create How To's
- Document current project status

### Last Day of Work

If necessary, set up auto reply on email detailing who to contact

If necessary, set up voicemail greeting detailing who to contact

Ensure all time is entered and approved

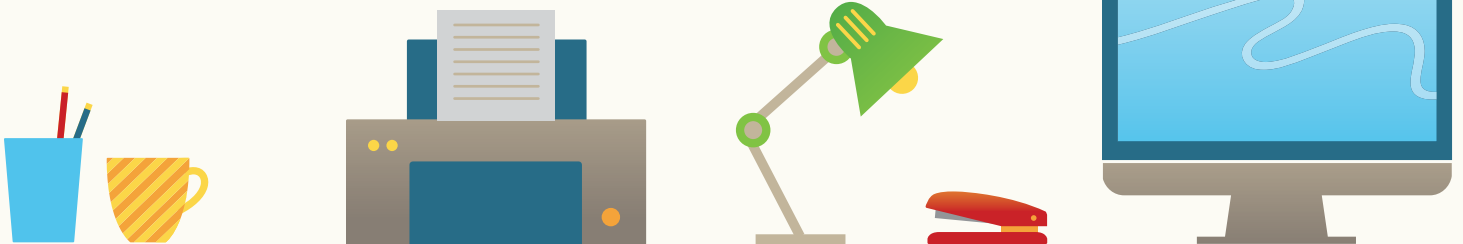
Ensure all physical assets are returned

- ID Badge / Name Tags \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Tablet or Laptop \_\_\_\_\_
- Office Keys, \_\_\_\_\_
- Furniture/File Cabinet Keys \_\_\_\_\_
- Employee Discount Card \_\_\_\_\_
- P-Card \_\_\_\_\_
- Uniforms \_\_\_\_\_
- Other Equipment \_\_\_\_\_

### Employee Reminders:

Provide and review with employee the Offboarding Information Packet

Remind Employee of tuition reimbursement repayment guidelines (if applicable)



**SET UP FOR  
SUCCESS**