



Employee:



OFFBOARDING CHECKLIST

THE FINAL WEEKS

- 1. Communicate the change
When the decision is made that an employee will leave, it's important to communicate this quickly and effectively to the team.
- 2. Prepare the paperwork
The offboarding process requires documentation. HR-ON Staff will organise documents and signatures for you.
- 3. Knowledge transfer
Before employees leave, be sure to record and transfer their skills and knowledge.

THE FINAL DAYS

- 4. Exit interview
By listening and taking action based on exit interviews, you can improve your business and show employees that their opinion matters.
- 5. Recover work equipment
When an employee leaves, it's important to recover company-owned work equipment. On HR-ON Staff, you can keep an inventory of items lent to employees.
- 6. End of good terms
Make time to thank and celebrate employees when they leave. It's not only first impressions that count - ending on good terms is beneficial for all.

THE FUTURE

- 7. Leave the door open
People are power, so keep in touch with former employees and leave the door open for a potential future collaboration.